

BOARD OF SUPERVISORS

Brown County



305 E. WALNUT STREET
P. O. BOX 23600
GREEN BAY, WISCONSIN 54305-3600
PHONE (920) 448-4015 FAX (920) 448-6221

EDUCATION & RECREATION COMMITTEE

John Van Dyck, Chair
Corrie Campbell, Vice Chair
Tom Katers, Staush Gruszynski, Harold Kaye

EDUCATION & RECREATION COMMITTEE

Thursday, February 4, 2016

5:30 p.m.

**Room 200, Northern Building
305 E. Walnut Street**

NOTICE IS HEREBY GIVEN THAT THE COMMITTEE MAY TAKE ACTION ON ANY ITEMS LISTED ON THE AGENDA

- I. Call to Order.
- II. Approve/Modify Agenda.
- III. Approve/Modify Minutes of December 3, 2015.

Comments from the Public

1. Review Minutes of:
 - a. Library Board (November 19, 2015, December 17, 2015 and January 11, 2016).
 - b. Neville Public Museum Governing Board (December 14, 2015).

Communications – None

Resch Centre/Arena/Shopko Hall

2. Complex Attendance for the Brown County Veterans Memorial Complex for December, 2015.
3. Update re: Naming Rights Proceeds.

Park Management

4. Parks Budget Status Financial Report for November, 2015 - Unaudited.
5. Recommendation to fund Fairgrounds engineering services.
6. Fair Board contribution for improvements at the Fairgrounds.
7. 2015 Park attendance and field staff reports.
8. Resolution for International Migratory Bird Day.
9. Resolution re: Extending the Brown County Park and Outdoor Recreation Plan for Three Additional Years.
10. Assistant Director's Report.
11. Discussion re: Adventure Park Business Plan. *Held until January meeting.*
12. Discussion and possible action re: RFP for Brown County NEW Zoo & Adventure Park Strategic Master Planning, Project #2029.

NEW Zoo

13. Budget Status Financial Report for November, 2015 – Unaudited.

14. Request from the N.E.W. Zoological Society, Inc. for fees to be waived for the 4th Annual “Skunks are Beautiful” Cribbage Tournament.
15. ZOO Monthly Activity Reports for December, 2015 and February, 2016.

Golf Course

16. Budget Status Financial Report for November, 2015.
17. Superintendent’s Report.

Museum

18. Budget Status Financial Report for November, 2015.
19. Museum Director’s Report for January 7, 2016.
20. Article Post Crescent Media, November 5, 2015.
21. Museum Director’s Report for February 4, 2016.

Library

22. Budget Status Financial Report for November, 2015 – Unaudited.
23. Director’s Report.

Closed Session

24. Open Session: Discussion and possible action regarding recent complaints about the work environment within a certain Brown County Department and the preliminary investigation relating thereto.
25. Closed Session: A non-evidentiary closed session to discuss recent complaints regarding the work environment within a certain Brown County Department and the preliminary investigation relating thereto. Pursuant to Wis. Stat. § 19.85(1)(b), any meeting of a governmental body may be convened in closed session for purposes of considering dismissal, demotion, licensing or discipline of any public employee or person licensed by a board or commission or the investigation of charges against such person, or considering the grant or denial of tenure for a university faculty member, and the taking of formal action on any such matter. And, pursuant to Wis. Stat., § 19.85(1)(f), any meeting of a governmental body may be convened in closed session for purposes of considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where par. (b) applies which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations.
26. Reconvene in Open Session: Discussion and possible action regarding recent complaints about the work environment within a certain Brown County Department and the preliminary investigation relating thereto.

Other

27. Audit of bills.
28. Such other matters as authorized by law.
29. Adjourn.

John Van Dyck, Chair

Notice is hereby given that action by Committee may be taken on any of the items which are described or listed in this agenda.

Please take notice that it is possible additional members of the Board of Supervisors may attend this meeting, resulting in a majority or quorum of the Board of Supervisors. This may constitute a meeting of the Board of Supervisors for purposes of discussion and information gathering relative to this agenda.

PROCEEDINGS OF THE BROWN COUNTY
EDUCATION AND RECREATION COMMITTEE

Pursuant to Section 19.84 Wis. Stats., a regular meeting of the **Brown County Education and Recreation Committee** was held on Thursday, December 3, 2015 in the Ski Lodge at the Reforestation Camp, 4418 Reforestation Road, Suamico, Wisconsin.

Present: Chairman Van Dyck, Supervisor Kaye, Supervisor Campbell, Supervisor Gruszynski, Supervisor Katers
Also Present: Scott Anthes, Brian Simons, Lori Denault, Matt Kriese, Neil Anderson, Curt Hall, Beth Lemke, Chad Weininger

I. Call to Order.

The meeting was called to order by Chairman Van Dyck at 5:32 p.m.

II. Approve/Modify Agenda.

Motion made by Supervisor Kaye, seconded by Supervisor Katers to approve. Vote taken. MOTION CARRIED UNANIMOUSLY

III. Approve/Modify Minutes of October 8, 2015.

Motion made by Supervisor Gruszynski, seconded by Supervisor Campbell to approve. Vote taken. MOTION CARRIED UNANIMOUSLY

Comments from the Public. None.

1. Review Minutes of:

a. Library Board (September 17, 2015).

Motion made by Supervisor Katers, seconded by Supervisor Campbell to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

b. Neville Public Museum Governing Board (October 12 and November 9, 2015).

Motion made by Supervisor Katers, seconded by Supervisor Kaye to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

Communications

2. Communication from Supervisor Kaye re: To have the Library Director research the feasibility of a food court and costs in the lower level of the downtown Library.

Supervisor Kaye said that he is a member of the Retired Men's Club and he brought this forward because the Men's Club holds their meetings at the Library and they bring in coffee pots and sweet rolls and other items to each meeting. Kaye would like to see some sort of facility be made available so they do not have to carry their things in every time. He would like to see a cost for something like this and he realizes that it is not likely that any more money would be taken out of the \$600,000 fund that will be used for HVAC in the future. If there is money in the current budget, a decision could be made on this.

Library Director Brian Simons was not in the room at this time and this matter was held until his arrival. In the meantime, Chair Van Dyck suggested that this be referred to the Library Board or library staff and he added that the Library Board will be meeting in December and will in all likelihood be hiring a consulting firm to put together an overall plan for the library system and what Kaye was proposing could be incorporated into that plan.

///

Library Director Brian Simons arrived and indicated that he agreed with Van Dyck's suggestion and also noted that Library Facilities Manager Curt Beyler could probably give a rough work up with some figures as well. Kaye reiterated that he would like to eliminate the need for the Retired Men's Club and other groups of having to haul in all of their coffee and other supplies. He also felt that it could be a source of revenue as it may result in more reservations of meeting rooms. Supervisor Campbell asked if there was any possibility of partnering with any of the local businesses to provide services and Simons stated that that may be a possibility but it would depend on whatever a local business would require. Simons said that he is totally open to ideas and Supervisor Gruszynski noted that there are several other counties that do have coffee shops or other services available within their libraries. Simons felt that if a profitable model were put together, there would be someone interested in it, and he would be willing to explore this further as long as it would be mutually beneficial to the Library.

Kaye asked what the Retired Men's Club pays to use the Library. Simons did not know specifically, but noted that they were grandfathered in many years ago and receive a better rate than what the current policy is. Simons also felt that the Retired Men's Club may be interested in putting some money towards something like Kaye is interested in.

Van Dyck felt that Library staff could put together a shorter term option of a limited scope and the Library Board can have this incorporated into the study. Kaye would like to have a report on this every month and Van Dyck stated that he would like the internal report back by January, but noted that the study would probably be brought back somewhere in the March timeframe.

Motion made by Supervisor Van Dyck, seconded by Supervisor Katers to refer to Library staff and the Library Board. Vote taken. MOTION CARRIED UNANIMOUSLY

Golf Course

3. Budget Status Financial Report for September and October, 2015.

Anthes stated that the November numbers were great due to the weather. Rounds for 2015 were just under 35,000 which is the second largest year in recent past. Additionally, revenue was up from \$736,000 in 2014 to \$828,000 in 2015. Cart revenue was also up significantly for the year. The steakhouse remains pretty constant and comes down to the utilities which have been somewhat down. Anthes expects the final numbers to be pretty good.

Motion made by Supervisor Katers, seconded by Supervisor Gruszynski to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

3a. Approve request from Wisconsin State Golf Association (WSGA) to host 2016 and 2017 Wisconsin State 2-Man Bestball.

Golf Course Superintendent Scott Anthes indicated that this is a state event that coincides with Thornberry Creek Golf Course. Anthes explained that this is a Thursday, Friday, Saturday, Sunday event and the first year Brown County would host half the field on Thursday and the other half of the field would play at Thornberry and then reverse for Friday. Saturday and Sunday all golfers would be at Thornberry. The following year, the first two days would be the same as explained, but the final two days would be at Brown County. Anthes continued that this is a very large event with over 280 players and would be held the first weekend of June. He noted that there was one minor conflict with another outing, but this has been resolved by the other outing hosting their event the following week. Anthes stated that the men's club who typically golfs on Thursday is also agreeable to being rescheduled. The golf course would not get green fees for the day, but they will get larger cart fees.

Supervisor Katers asked if the Committee would be provided the numbers that this event would bring in. Anthes responded that the first year Brown County would get \$400 as well as an estimated \$4,000 from

carts. The second year Brown County would see \$800 plus Jimmy O would get \$700 for the range and \$4000 in prize funds as well as carts. Anthes noted that the last two days are match play events which really do not tie up a lot of tee times and this would still allow public pay. Anthes also felt that hosting this event would bring an uptick in normal play as people would be coming in to practice.

With regard to cart rentals, Van Dyck asked if money received for rentals would exceed what would typically be made in greens fees and Anthes stated that it would not, but noted that this is more of a prestige thing and allows people to see the course. He noted that many of the players have not played the course since the greens were renovated. The event moves to a different course every year and Anthes recalled that several years ago it was at Rolling Meadows. Anthes noted that these events typically are not money makers and he has never known a course to say no to the opportunity. Campbell asked if a Friends group had been formed at the golf course that could be involved with this to make some money and Anthes stated that the Friends group is not together yet. He understood where the Committee is coming from from a money standpoint, but felt that the event would be an honor to have. Supervisor Gruszynski noted that it is hard to put a dollar amount on the exposure the golf course will receive.

Van Dyck referenced the prize fund for the second year and Anthes responded that the prize fund will all go to the pro. Van Dyck felt that the pro will make his profit margin and he did not think it was unrealistic for the golf course to ask the pro for a percentage of the money he receives. Anthes felt there may also be a way to receive some funds from the cart rental. Van Dyck understood the prestige element of this outing, but felt that Anthes should at least talk to the pro as he did not think the pro should get 100% of the benefit when the golf course will end up coming out at less money than if the course was open in the usual manner. Van Dyck would also like Anthes to go to the Tribe on this to see if there were options for partnering with a hotel package. Campbell agreed with Van Dyck and noted that there is no marketing person for the golf course. Anthes stated that last year they used a marketing firm. Campbell felt that from a marketing standpoint, this is a major event and the golf course should be able to make some money from it but she felt that the course is not being marketed as a revenue producing entity. She continued that there should be some sort of ancillary event held in conjunction with the major event. Campbell said if there is interest in a Friends group, it should be put together quickly to work on this as the golf course is a huge asset that is not being marketed. She referenced NEWEYE which is a program that will be marketing the County and all of the County entities and this is the perfect type of event to be on NEWEYE as it would be free publicity. Anthes noted that this is an amateur event and the WSGA does all the marketing for it. Van Dyck agreed with Campbell and felt that someone should be out soliciting hotels to partner with who in turn would receive some advertising.

Motion made by Supervisor Gruszynski, seconded by Supervisor Katers to approve. Vote taken. MOTION CARRIED UNANIMOUSLY

4. **Superintendent's Report.**

Anthes outlined his Superintendent's Report which was contained in the agenda packet. He noted that the course was closed on November 15, 2015. The greens have been top-dressed and some of them have been covered. All of the winter chemicals were put down and all accessories have been brought in and will be pressure washed. He noted that employees are now taking some vacations as they do not take vacation during the season. They are also busy doing tree trimming and removal. All golf carts have been put away for the winter and oil changes and repairs on equipment have been done.

With regard to the mechanic position, after a lengthy discussion with his assistant, Anthes came to the conclusion that they would try to get through one more year without a mechanic, however, he noted that this may change if they cannot make do without the mechanic. He noted that Fox Valley Tech has a course for golf course mechanics however he was advised by the coordinator of the class that there were not really any viable candidates at this time.

Motion made by Supervisor Katers, seconded by Supervisor Gruszynski to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

Library

5. Budget Status Financial Report for October, 2015.

Motion made by Supervisor Katers, seconded by Supervisor Campbell to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

6. Director's Report.

Library Director Brian Simons stated that there will be an architectural firm at the next Library Board meeting and if it goes well it is the hope to have a plan in place to continue on to get a long-range plan done for the entire Library system. Simons also reported that they have a renter for a portion of the third floor of the Central Library. The renter is Proto GB, a non-profit 501(c)(3) start-up maker space in Green Bay supporting a community of kids and adults learning and sharing STEAM skills. Proto GB has worked with the Library in the past and a creative contract was put together where Proto will use a portion of the third floor and their rent will be in-kind for a period of time. Proto will provide six programs for the Library as well as a larger year round project. Once the company reaches gross revenue of \$80,000, the rent will be 2% of their gross revenue every month until it reaches the cap of what rent would be. Proto is searching for funding and looking for grants and they are getting some funding in as well. Simons explained that maker spaces are spaces where there are different tools and computer coding and different equipment that is available to the occupant of the space. The coding pieces will be there as well as the robotics pieces. Simons stated it is fascinating because it takes what libraries do and capitalizes on the idea in a different way. In terms of the Library, Proto will inspire kids to learn and get attached to new possibilities in careers, but it will also be available to adults to work on inventions and products under the guidance of Proto. Campbell asked about utility costs and Simons stated that that has all been factored into the rental contract. Katers asked if Proto has clients and Simons stated that they do, and their main focus currently is doing collaborative programs but they do also run the large robotics program where they bring different age groups to competitions.

Campbell asked if there are other local companies who do what Proto does. Simons responded that there are no other companies in the area that do what Proto does. He stated that bringing Proto in fits with the Library mission of education and creating a space for the community to come to learn. Campbell was concerned about how competing businesses would view the arrangement of being given a free ride until they decide to make money. Simons stated that Proto wants to make money as it is their only job and the only way to pay themselves. Campbell expressed her concern of unfair competition and using public dollars to fund a business privately that is getting free rent at a facility that is publicly owned. From her perspective as a business person, she would want to know if this same opportunity would be open to others with similar businesses. She does not know if she likes the idea of someone getting free rent if there are other businesses that do similar things. Simons responded that Proto's model of making money would be to have memberships of people who want to use them and their tools. It is not like they are contracting out with a company to come and do work for them; it is really more about the community and learning how to do things. A better way to look at it would be as an inventor's space where someone who is interested in tinkering has a place to go where there are tools for their use. Campbell understood that, but she did not know if the third floor of the Library where rent could be generated is the place to do it. Simons responded that he felt that even if the Library is not earning monetary rent, this is still a huge benefit to the Library. It will draw in people who think that the Library is only about dusty old books; it will draw a whole new crowd that will make the Library relevant. Campbell stated that she is totally in favor of the transformation of the libraries and coming together, but from a business perspective, she felt that care needs to be taken if we are just going to cater to one and she noted that she had just recently interviewed a very similar company. She understands that it is a good move and that there is interest in making the branches and the Central Library gathering places and workforce development places, but she urged caution as to who else would compete with them.

///

Gruszynski did not view the agreement as free rent and asked Simons to bring back a price to the Committee of what he evaluates the program to be as this may help ease some of the tensions. He would like to see what the programming is valued at. Simons indicated that this is a one year agreement and there is a clause that if there is another organization that is willing to pay the monetary rent in full for the space, Proto would be willing to vacate the space with three months' notice. Van Dyck stated there does not appear to be people beating the door down to rent the space and Simons agreed and noted that the space has been vacant for eight months with no rent coming in and no programming, and he felt that bringing someone in was better than leaving the space empty.

Kaye asked for an update on the Southwest Branch project. Simons noted that the footings have been put in and the slab has been poured, in part because of the good weather we have been having. Kaye said that there are a lot of materials on site and he wants to see this keep moving forward. He was surprised to see the lumber as he thought there were going to be steel studs.

Van Dyck informed that the facilities committee and the consulting firm has met and the consulting firm will be at the December 17, 2015 Library Board meeting at 5:15 pm and the Board can then make a decision one way or another, but it was the recommendation of the facilities committee to hear what the consulting firm has to say. He noted that the funding for that is from private dollars that is in a fund at the Greater Green Bay Community Foundation.

Simons continued that since the Library is not part of the county's class and comp study, they did a class and comp a few years ago and are on track with pay for performance and they are in the process of reviewing all of the employees' performance and meeting with managers. After all of the reviews are complete a determination will be made as to what will be given for pay for performance.

Motion made by Supervisor Gruszynski, seconded by Supervisor Kaye to receive and place on file. Vote taken.
MOTION CARRIED UNANIMOUSLY

Museum

7. Budget Status Financial Report for September and October, 2015.

Motion made by Supervisor Katers, seconded by Supervisor Kaye to receive and place on file. Vote taken.
MOTION CARRIED UNANIMOUSLY

8. Director's Report.

Library Director Beth Lemke distributed an Invitation for Qualifications (IFQ) and stated that the Museum and several other buildings were selected to participate in this. The study looked at performance contracts across the County and is being led by Doug Marsh and Facilities. A building tour was done at the Museum and she is hopeful that it will help inform building mechanics. She noted that they just had about \$5,000 worth of work put into the chillers. This was an interesting process and Lemke was glad that the Museum participated.

Van Dyck commented that on behalf of both the Library and the Museum, there was a conversation that if we move forward with this, that the cost of doing it would be potentially allocated based on square footage. Director of Administration Chad Weininger noted that how this usually works is there is a guarantee that if work recommended is done, there will be savings which is then used to pay for the cost of replacement. In essence, new, upgraded equipment should be able to be gotten for free. Weininger noted that the County would not move forward with this if there are no savings. Van Dyck asked if there was a cost to have a firm come in to do the analysis. Weininger responded that that is the step they are doing right now and that piece of it is free. The next step would be choosing someone and then if someone is chosen, the contract would have to spell out that there is a way to guarantee the savings and if there are no savings, the County will not pay them. Another way to do it would be to guarantee a dollar amount that if it does not work out,

///

we pay them. Weininger felt that the initial study should show if there will be savings or not to move forward. If there would not be savings, the County would probably not take the next step. Van Dyck was under the presumption that there was an initial cost for the study and that the initial cost would be allocated back to whoever participated in the study based on square footage but he thought it would be better to allocate the cost back to whoever is going to get the most benefit. Lemke confirmed that there is no cost to the initial process. She also noted that the roof liner was replaced in October, 2013 and the boiler was replaced a year ago and they can see the energy savings from that. Further, she found a vendor to retrofit the exhibit lights and they will continue working on those in 2016 which should result in additional energy savings.

Lemke continued that since the last meeting, they have had an exhibit opening every month. Extreme Deep has been fantastic and Sisters in Spirit is a nice addition as well. She also reported that she has been working with Jennifer Stevens, an Oneida potter/artist, who came to the Museum after the budgets were set last year and all of the exhibit spaces were set with an idea for a display of past techniques of how to create Oneida or Iroquois pottery. An opportunity has arisen in the main exhibit gallery where the secured, sealed cases and Jennifer Stevens' work has been put in that space. She showed the Committee before and after pictures of what was changed to facilitate the exhibits.

Lemke continued that Ryan Swadley has been promoted to the Education Specialist position and noted that he has background in history as well as his teaching certificate and he is hitting the ground running. He is working on reestablishing connections with some school systems and there are also some really neat tech projects coming out that focus on the elementary ed part of what the Green Bay curriculum needs from the Neville. Lemke also noted that the Research Technician recruitment has been completed and James Peth will be taking the position. He has his undergraduate degree in biology and captive wildlife studies and his Masters in museum studies from the University of San Francisco. Lemke is looking forward to having him on staff and feels that he will be a great asset to the Neville.

With regard to the 100th Anniversary event, the Foundation event is on Tuesday and people will be able to "adopt" a mastodon at the event. She noted that the Foundation did a stellar job on the first event for fundraising for the Museum and they already have next year's date planned.

Lemke also explained some of the changes to the Holidays display which were made due to other things going on at the Museum. The display has been separated into different portions to make it work better. Lemke continued that the Neville is now the home of Lego Lambeau which was received from Bellin Health. The exhibit was moved to the Neville at no cost and will allow the Discovery Room to be rebranded to architecture and design. Lemke continued that Pauline Lee of Fox 11 came to do a series and the Lego Lambeau clip was picked up by CNN and broadcast across 24 states.

Motion made by Supervisor Gruszynski, seconded by Supervisor Kaye to receive and place on file. Vote taken.
MOTION CARRIED UNANIMOUSLY

Park Management

9. Parks Budget Status Financial Report for September and October, 2015.

Motion made by Supervisor Katers, seconded by Supervisor Gruszynski to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

10. Budget Adjustment Request (15-74): Any increase in expenses with an offsetting increase in revenue.

The Parks Department was awarded a direct US Fish & Wildlife grant to aid in the completion of the Barkhausen South Impoundment project which is also funded by a US Fish & Wildlife grant passing through Ducks Unlimited, Inc.

///

Motion made by Supervisor Katers, seconded by Supervisor Kaye to approve. Vote taken. MOTION CARRIED UNANIMOUSLY

11. Discussion re: Adventure Park Business Plan.

Van Dyck stated that he would entertain moving this to the January, 2016 meeting for discussion.

Motion made by Supervisor Van Dyck, seconded by Supervisor Katers to hold until January, 2016 meeting. Vote taken. MOTION CARRIED UNANIMOUSLY

12. Field Staff Reports/Attendance Reports.

Adventure Park Manager Curt Hall provided an update on the ski trail lighting project at the Reforestation Camp. He stated that the project is coming along great and it is good to see the NWTC group out there getting some experience. He felt it was important to highlight the volunteer work going on and noted there are about 20 kids out there working on two shifts each day. Approximately 90% of the poles have been put in and they are hoping that the warm weather dries things out so they can level things out and keep moving forward. There will be 180 poles in all spread out over 4 kilometers. Kriese hopes to have a grand opening by the end of the year and noted that this has been a wonderful private/public partnership and the work from NWTC was awesome. It appears that the total project will be about \$300,000.

Assistant Park Director Matt Kriese continued that the deer season came and went in Brown County with no incidents. There are some curriculum meetings set up with local school districts with regard to Barkhausen and he noted that the programs at Barkhausen are full. He stated that they have a naturalist who has a Master's degree in environmental education and he has been rewriting some of the programs to meet the new science standards and they want to be sure they fit the curriculum as there are some competing dollars for the school districts.

As far as the 2015 budget, Kriese stated that it was an unbelievable year with camping revenues being up as well as event parking, shelter rentals and passes being way up. He attributes this partially to enhanced marketing and he is proud of the staff for pulling through like they did. They are already marketing passes for 2016 and Kriese noted that they make great gifts. They will also be marketing fitness passes which would be like an all-inclusive recreational pass for \$80, versus \$135 to buy the passes individually.

Campbell asked about what is being done to capture the people who used to park at K Mart into parking at the Fairgrounds. Kriese responded that he has spoken with Aaron Popkey and the VCB on this. Campbell stated that we need to get the people over to the Fairgrounds as this could be a great revenue generator. Kriese also noted that camping spaces would be available at Bay Shore Park as well.

Van Dyck thought that maybe in conjunction with the Fair Board something could be established to get transportation to the Stadium. Kriese noted that there is a bus stop at the gas station across from the Fairgrounds which would be ideal. He will continue to work on this and keep the Committee advised.

Gruszynski stated that he used the rifle range this year and asked if the staff there are volunteers. Kriese noted that they are not volunteers and all staff is on board during the fall. Gruszynski stated that they did an excellent job and Katers noted that he also feels the Brown County range is very well run.

Van Dyck brought up the subject of developing camping areas at the Reforestation Camp as he felt that it would be very, very well received. Zoo Director Neil Anderson indicated that camping was something that will be looked at as part of the master plan. Van Dyck stated that camping is something he would support, particularly if there could be some cooperation from some groups to help clear spots and create sites. Anderson agreed and stated that he is looking forward to looking at options.

///

Motion made by Supervisor Gruszynski, seconded by Supervisor Kaye to receive and place on file. Vote taken.

MOTION CARRIED UNANIMOUSLY

13. Assistant Director's Report.

Motion made by Supervisor Katers, seconded by Supervisor Campbell to receive and place on file. Vote taken.

MOTION CARRIED UNANIMOUSLY

NEW Zoo

14. Budget Status Financial Report for October, 2015.

Motion made by Supervisor Gruszynski, seconded by Supervisor Katers to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

15. Budget Adjustment Request (15-67): Any increase in expenses with an offsetting increase in revenue.

The NEW Zoo incurred significant storm damage to the grounds. This budget adjustment is for the clean-up costs, fence repair, and the insurance proceeds. The insurance deductible is to be funded by the Casualty Insurance Fund.

Motion made by Supervisor Campbell, seconded by Supervisor Kaye to approve. Vote taken. MOTION CARRIED UNANIMOUSLY

16. Director's Report.

Zoo Director Neil Anderson handed out the operations report for November, a copy of which is attached. Attendance for the year should end up about 233,000. There was a tough stretch in August, but the overall numbers as of this time look good. Going into next year they will have the new nutrition center as well as several new animals and birds. As shown on the animal collection report, there is a new red panda at the Zoo and it is the hope that there will be a cub in June or July. Anderson continued that they just got a donation through the Zoo Society to install power handicap doors on the entire visitor's center. The donation will be roughly \$60,000.

Kaye asked about the otters and Anderson responded that there are three otters; a younger pair and an older female. Currently they rotate two on exhibit and one off but the older female will be going to the Milwaukee Zoo.

Motion made by Supervisor Kaye, seconded by Supervisor Gruszynski to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

Resch Centre/Arena/Shopko Hall

17. Complex Attendance for the Brown County Veterans Memorial Complex.

Kaye asked if the revenue issue has been resolved with Dick Resch. Van Dyck indicated that he will put this on the January agenda for an update on the naming rights proceeds.

Motion made by Supervisor Campbell, seconded by Supervisor Gruszynski to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

Other

18. Audit of bills.

No bills were presented; no action taken.

19. Such other matters as authorized by law. None.

///

20. **Adjourn.**

Motion made by Supervisor Campbell, seconded by Supervisor Gruszynski to adjourn at 7:16 pm. Vote taken. MOTION CARRIED UNANIMOUSLY

Respectfully submitted,

Alicia A. Loehlein
Recording Secretary

Therese Giannunzio
Transcriptionist

PROCEEDINGS OF THE BROWN COUNTY LIBRARY BOARD

A meeting was held on **November 19, 2015** at **5:15 p.m.** at the **Brown County Central Library, 515 Pine Street, Green Bay, WI**

PRESENT: KATHY PLETCHER, CHAD BIANCHI, NATHAN JESKE, BOB NIELSEN, TIM NIXON, JOHN VAN DYCK, and CHRISTOPHER WAGNER

EXCUSED: CARLA BUBOLTZ, and VICKY VAN VONDEREN

ALSO PRESENT: Brian Simons, Curt Beyler, Lori Denault, Sue Lagerman, and Emily Rogers (staff); and Bill Meindl (Green Bay Development News).

CALL TO ORDER

President Kathy Pletcher called the meeting to order at 5:20 p.m.

II. APPROVE CONSENT ITEMS

A. Agenda There were no changes to the agenda.

B. Minutes There were no changes to the minutes and they stand approved.

III. COMMUNICATIONS AND OPEN FORUM FOR THE PUBLIC

None.

IV. LIBRARY BUSINESS

A. Technology Report

Printing on the wireless network continues to be an issue. BCTS has a plan for 2016 to purchase monitoring equipment to determine root causes. C. Wagner asked if the options of wired or wireless networks are all or nothing. The problem is more relevant at the Central Library so it may help to have the printer wired and to have our print management system synced with it. This option is being explored. Hot spots are not releasing IP addresses resulting in access being bogged down. J. Van Dyck suggested contacting other institutions like NWTC for possible solutions. A wired network is desired for stability.

B. Financial Manager's Report, Bills and Donations

There were no bills out of the ordinary. L. Denault presented the September and October, 2015 financial report and the September and October, 2015 Gifts, Grants and Donations. Motion by T. Nixon, seconded by C. Wagner, to approve the September and October 2015 financials and gifts, grants and donations as follows:

C.

Gifts, Grants & Donations Report September 2015

Gifts & Donations

09/04/15	Daniel & Eileen Rogers - In Memory of Lorraine Valaske	25.00	Adult Non-Fiction
09/04/15	Matthew & Anita Sevelk	100.00	Electronic Resources
09/04/15	Dorschel Family - In Memory of Joseph Dorschel	1,400.00	Kress Seating
09/09/15	Chapter N PEO Sisterhood - In Memory of Joan Mayer	44.00	Adult Materials
09/09/15	Barbara Jenkins - In Honor of Tom and Vonnice Baye	100.00	Teen Materials
09/17/15	James Hayes - In Memory of Larry Smith	50.00	Southwest Materials
09/17/15	Marcia/Phil Thompson-In Honor of John & Gail Underwood	75.00	Children's Materials
09/23/15	Branch Buddies of the Brown County Library	131.65	Supplies
09/23/15	Branch Buddies of the Brown County Library	714.14	Classes & Events
09/01/15	Ashwaubenon	25.09	Donation Box
09/01/15	Bookmobile	7.50	Donation Box
09/01/15	East	37.30	Donation Box
09/01/15	Weyers/Hilliard	42.25	Donation Box
09/01/15	Central	10.02	Donation Box
09/01/15	Kress	18.23	Donation Box
09/01/15	Pulaski		Donation Box
09/01/15	Southwest	38.54	Donation Box

1a

09/01/15	Wrightstown	8.21	Donation Box
	Total Donations	\$ 2,826.93	

Federal & State Grants

09/30/15	Nicolet Federated Library System	\$ 5,855.92	Collection Development
09/30/15	Nicolet Federated Library System	175.00	Continuing Education
09/30/15	Nicolet Federated Library System	2,083.33	Technology Grant
	Total Grants	\$ 7,914.25	

Brown County Library Gifts, Grants & Donations Report October 2015

Gifts & Donations

10/01/15	The Celebrate Committee, Inc.	\$ 500.00	Kress Children's Materials
10/15/15	Carey & Jeff Wickman-In Memory of Pat Gracyalny	25.00	Weyers-Hilliard Materials
10/15/15	Flora Reitz	150.00	Wrightstown Materials
10/15/15	Ashwaubenon Lions Club	300.00	Ashwaubenon Materials
10/21/15	Branch Buddies of the Brown County Library	300.00	Performers
10/21/15	MJ Knox	70.00	Weyers-Hilliard Classes & Events
10/21/15	Glen & Vicki Slaats	100.00	Ashwaubenon Furniture Match
10/21/15	Greg & Judy Gallenberger	50.00	Ashwaubenon Furniture Match
10/21/15	Anonymous - In Memory of Joy Butz	50.00	Kress Materials
10/31/15	Ashley Gardner	100.00	Materials
10/01/15	Ashwaubenon	42.41	Donation Box
10/01/15	Bookmobile	5.75	Donation Box
10/01/15	East	33.07	Donation Box
10/01/15	Weyers/Hilliard	25.99	Donation Box
10/01/15	Central	84.96	Donation Box
10/01/15	Kress	32.60	Donation Box
10/01/15	Pulaski	8.35	Donation Box
10/01/15	Southwest	25.33	Donation Box
10/01/15	Wrightstown	10.51	Donation Box
	Total Donations	\$ 1,913.97	

Federal & State Grants

10/01/15	State of Wisconsin	\$ 250.00	LSTA Early Literacy Grant
10/31/15	Nicolet Federated Library System	5,112.45	Collection Development
10/31/15	Nicolet Federated Library System	6.94	Continuing Education
10/31/15	Nicolet Federated Library System	2,083.33	Technology Grant
	Total Grants	\$ 7,452.72	

Motion carried.

C. FACILITIES REPORT

C. Beyer reported that the Southwest Branch expansion work began a week ago; the siding staining at Weyers-Hilliard won't happen until mid-May due to weather but the branch's concrete patio has been poured and that project will be complete in 2-3 weeks. The East Branch had some landscaping improvements (removal of shrubs and lava rock) courtesy of NEW Lutheran. New plants will be installed in the spring. NEW Lutheran is also constructing a picnic table for this area.

Related to the Trane facilities report, Doug Marsh has IFQ (Invitation For Quote) and a few companies are walking through so contractors can participate. He thinks the county would bond for the work (security on the bond is the payback). Whichever company would be awarded the contract would conduct a facilities audit and present a performance contract. A walk-through doesn't commit the library financially. The county will choose the company to do the audit. When that happens, an obligation is created. Chosen company outlays the money for the project. Payback to them is any savings that are realized by the improvements. B. Simons had asked Doug Marsh if this could be wrapped into a renovation project, and it possibly could. This

1a

approach doesn't address 'facility for service' but there seems to be some flexibility. The audit has to be paid for if the audit is completed but then the decision is made not to go forward with the improvements (~5 cents per square foot or \$4500). A decision doesn't have to be made immediately. The walk-through is scheduled for December 1 with the IFQs due mid-December. Doug Marsh and Chad Weininger will be invited to the December Board meeting to discuss and explain further.

Funding Resolution approved for library improvements - \$300,000 from elevator funds and \$350,000 from bonded funds. Pending bond council, funds will be used for the parking lot repair and upgrade; and Auditorium and Meeting Rooms' improvements at Central Library; furniture for small branches and study rooms at Kress and Weyers-Hilliard. J. Van Dyck asked when the library expected an answer from bond council. B. Simons has not received any indication but when asked at the PD&T meeting, Chad Weininger thought maybe after November.

V. 2016 BUDGET UPDATE

B. Simons reported that nothing was gained, but nothing was taken away. He is pleased with the outcome. Performance reviews, conducted with staff, by the administrative team, will take place in the next two weeks.

J. Van Dyck suggested that the Board approve the final, revised budget. This will be added to the December meeting agenda.

VI. APPROVE 2016 LIBRARY CLOSURES

The Board reviewed the "Holiday Schedule" that also includes three all-day closure dates for staff development. Motion by N. Jeske, seconded by C. Bianchi, to approve the 2016 Holiday schedule. Motion carried.

VII. OLD BUSINESS

A. Discussion and possible action on Brown County vs. Outagamie County litigation No update.

B. Approve resolution correcting December 17, 2007 bill of sale to Green Bay and De Pere Antiquarian Society T. Nixon explained the history of the historical assets. There was no documentation regarding run that was in storage at Hazelwood. Motion by J. Van Dyck, seconded by N. Jeske to approve the resolution correcting the 2007 bill of sale to the Green Bay and De Pere Antiquarian Society.

VIII. DISCUSSION AND POSSIBLE ACTION ON CENTRAL LIBRARY THIRD FLOOR SPACE OPTIONS

Regarding the Memorandum of Understanding presented to Proto, Inc., T. Nixon recommended approval on condition of review by Corp Counsel (and to include appropriate insurance requirement language). B. Simons commented that this is a great opportunity - the benefit is programming now and income later. Motion by T. Nixon, seconded by C. Bianchi, to approve the Memorandum of Understanding subject to legal counsel review and inclusion of appropriate insurance language by legal counsel. Motion carried.

IX. DISCUSSION AND POSSIBLE ACTION REGARDING AN OVERDUE FINE AMNESTY DAY FOR NATIONAL TAKE YOUR CHILD TO THE LIBRARY DAY, SATURDAY, FEBRUARY 6, 2016

Conducted on the premise on getting additional people to the library, the library would like to schedule a fine amnesty day. B. Simons commented that based on his experience, this generates an enormous amount of good will. Much discussion took place about the mechanics of the day. Four options were presented.

Motion by T. Nixon, seconded by B. Nielsen to authorize the Director, at his discretion, to create a program based on two of the options presented. Motion carried.

X. NICOLET FEDERATED LIBRARY SYSTEM C. Wagner reported that the NFSL Board held a special meeting to review finances and specifically the fund balance (preferred amount is 20% of budget). Next meeting is December. A huge fund balance previously was held and over time it was reduced because the general consensus felt that it should go back to the public and that a reserve account isn't really necessary.

XI. PRESIDENT'S REPORT

K. Pletcher's appointment expires at end of 2015. This has been her 10th year on the board and she will not seek reappointment. The terms of T. Nixon, V. Van Vonderen and C. Buboltz also expire and they are not seeking reappointment. B. Nielsen will seek reappointment. Prospects for replacement are being considered and interviewed so they can be forwarded to the County Executive. The County Executive would like to be notified by those not seeking reappointment. B. Simons' intent is to submit names to the County Executive for consideration knowing that it is ultimately his decision. K. Pletcher commented that it is important for the Library Board to seek out good leaders as options for the executive to choose from.

XII. LIBRARY DIRECTOR'S REPORT

B. Simons recently presented to the Kiwanis and may apply for a donation for Arduino equipment. Letters were sent to former donors of Ashwaubenon branch match \$10,000. He and staff are working with GBAPS for after-school programming at Lincoln

1a

School. E. Rogers will lead this collaboration working with the Children's Department and the Arduino team.

XIII. DISCUSSION AND POSSIBLE ACTION REGARDING FUTURE LIBRARY SERVICES/LIBRARY FACILITIES MASTER PLAN

B. Simons, the Facilities Committee and Administrative staff met with HGA Architects and Engineers to discuss a facilities master plan. The Board feels it is important to present this plan prior to the spring election. Considering this small window, many of committee felt we already have a pretty good feeling of what was needed ~ instead doing this all over, which could take a few months. It was suggested to skip this step and jump-start further into the process. Closer level detail is where they'd start. The process would be more focused on stakeholders and targeted constituency groups (focus groups). T. Nixon is of the opinion that the library has to do something. We need to know what the facilities look like and who they are servicing. B. Nielsen asked what does the county need. We need to maximize our relevance. B. Simons noted that we need to get to those that aren't using the library (business community, different ethnicities, etc.) The classic town hall meeting won't produce results needed. B. Nielsen feels like HGA has sophisticated knowledge of projects like this. B. Simons agreed that they have a lot of fresh ideas and feels like they can direct us. N. Jeske noted that he feels that a successful firm for a project like this has to have enough local connection, which HGA does with the success of the Schreiber building, and national exposure to numerous similar projects to ensure a level of expertise that can help lead to good decisions and away from bad decisions.

XIV. CLOSED SESSION pursuant to Wis. Stat. § 19.85(1)(a) for the purpose of conducting public business with competitive or bargaining implications – Negotiation strategy for and the price to pay for professional services to develop a library facilities master plan.

Motion by T. Nixon, seconded by J. Van Dyck, to move into Closed Session at 7:30 p.m. Roll call vote: Aye: J. Van Dyck, B. Nielsen, T. Nixon, N. Jeske, C. Wagner, C. Bianchi and K. Pletcher. Nay: None. **Motion carried.** Staff left the meeting. The Library Director was invited to stay.

XV. RETURN TO OPEN SESSION Motion by T. Nixon, seconded by J. Van Dyck, to return to Open Session at 7:45 p.m. Aye: J. Van Dyck, B. Nielsen, T. Nixon, N. Jeske, C. Wagner, C. Bianchi and K. Pletcher. Nay: None. **Motion carried.**

XVI. APPROVE ANY ACTION THAT MAY HAVE BEEN RECOMMENDED IN CLOSED SESSION

No action was taken in Closed Session.

XVII. POSSIBLE ACTION REGARDING DECEMBER LIBRARY BOARD MEETING

XVIII. SUCH OTHER MATTERS AS ARE AUTHORIZED BY LAW

C. Wagner asked if there was a plan for training staff on how to deal with homeless or disruptive patrons as the winter weather begins to set in. B. Simons had stepped out of the meeting to respond to a library issue. K. Pletcher indicated she would ask Brian to send out an email to the Library Board regarding the plans.

XIX. MEETING SUMMARY/NEXT MEETING PLANNING

XX. ADJOURNMENT

Motion by T. Nixon, seconded by B. Nielsen, to adjourn the meeting. **Motion carried.**

The meeting adjourned at 7:47 p.m.

NEXT REGULAR MEETING

December 17, 2015

Central Library

515 Pine Street, downtown Green Bay

5:15 p.m.

Respectfully submitted,

Dr. Christopher Wagner, Library Board Secretary
Sue Lagerman, Recording Secretary

1a

PROCEEDINGS OF THE BROWN COUNTY LIBRARY BOARD

A meeting was held on **December 17, 2015** at **5:15 p.m.** at the **Brown County Central Library, 515 Pine Street, Green Bay, WI**

PRESENT: KATHY PLETCHER, CHAD BIANCHI, CARLA BUBOLTZ, NATHAN JESKE, BOB NIELSEN, TIM NIXON, JOHN VAN DYCK, and CHRISTOPHER WAGNER

EXCUSED: VICKY VAN VONDEREN

ALSO PRESENT: Brian Simons, Curt Beyler, Lori Denault, Sue Lagerman, and Emily Rogers (staff); Chad Weininger and Doug Marsh (Brown County Administration and Public Works); David Lang and Jane Dederling (HGA Architects and Engineers); and Bill Meindl (GB Development News)

CALL TO ORDER

President Kathy Pletcher called the meeting to order at 5:15 p.m.

II. APPROVE CONSENT ITEMS

A. Agenda There were no changes to the agenda. Motion by T. Nixon, seconded by C. Buboltz, to approve the agenda. Motion carried.

B. Minutes There were two small corrections to the minutes. Motion by N. Jeske, seconded by C. Buboltz, to approve the corrected November minutes. Motion carried.

III. COMMUNICATIONS AND OPEN FORUM FOR THE PUBLIC

A letter was received from the Green Bay and De Pere Antiquarian Society Board of Directors thanking the Library Board for the transference of ownership of the last remaining rug from the original collection gifted to the library in 1904 to their organization.

IV. PRESENTATION BY HGA ARCHITECTS AND ENGINEERS REGARDING A LONG-RANGE, SYSTEM-WIDE LIBRARY FACILITIES MASTER PLAN. DISCUSSION AND POSSIBLE ACTION TO FOLLOW PRESENTATION.

David and Jane presented on a 'relevant' library of the future. HGA is a full-service firm with eight offices nationwide with a home office located in Milwaukee. Their expertise focuses on: Arts, Community and Education, and they noted that they give the same considerations to the public and staff in planning - including a lot of listening in order to design for our community.

Their presentation defined a library of the future as having characteristics such as an intuitive layout; flexible spaces (intimate spaces to large); human connections; spatial diversity; merchandising (similar to retail); 24/7 service; Internet as an extension of the service model; and thinking beyond the nine locations (kiosks, vending, etc.). Additionally, a library should be technology rich; offer collaborative learning spaces; be a forum for public engagement; be sustainable in design and operation. Their library projects have also involved partnerships with residential housing. It is important to think about each location specifically.

HGA's Master Plan approach includes reviewing previous studies to add value to what is already known; gathering information from informal and formal observation; conducting post-it workshops/brainstorming sessions; stratifying libraries (community, community, regional - size, hours and services, sites....); identifying/developing opportunities for growth; providing flexibility for the unknown; creating relevance for diverse customers; being financially sound; and maintaining sustainable operations. The major consideration of the master plan is determining what is needed to serve the population while taking into account the financials, site, size, location, and distribution of services, while remaining flexible/adaptable, actionable, and relevant.

HGA's work plan/process includes three workshops that would define the current thinking for each location's future; determine how BCL will remain relevant for the future and finally, produce a document that will serve as a deliverable tool for the library. Per their proposal, expenses would not exceed \$41,300.

It was noted, that based on a previous meeting between HGA and the Facilities committee, it was clear that enough data existed and it made sense to move to next phase. The County Board has shown interest in and requested a county-wide plan. After discussion, Motion by J. Van Dyck, seconded by C. Bianchi, to engage the services of HGA as outlined in submitted proposal and not to exceed \$41,300, using the funds held at the GGBCF. Motion carried.

V. POSSIBLE PRESENTATION BY AND DISCUSSION WITH BROWN COUNTY STAFF REGARDING THE IGEA AND PERFORMANCE CONTRACT PROCESS POSSIBLE ACTION TO FOLLOW

1a

Chad Weininger and Doug Marsh further explained the performance contract process and answered questions from the board. The process allows a number of county buildings to do upgrades that are paid from savings realized.

An Invitation for Qualifications (IFQ) has been posted with responses due December 28. This document outlines the owner's and contractor's obligations. IFQs will then be reviewed and scored. Process and based on the results, select firms will be invited to present. ESCo (Energy Services Company) conducts an investment grade audit that drills down into mechanical systems and building envelopes. Following that, energy savings plans not to exceed ten years or life of the system, are developed and are the defining terms of contract. There is no up-front money expended and no obligation for the IFQ. The cost of the audit (5 cents per sq. foot) can roll into performance contract. The timing may be off for Central Library but a single performance contract can be entered into when the library is ready for a bigger.

B. Nielson commented on the importance of having accurate specifications, and knowing the performance and longevity of replacements. J. Van Dyck feels optimistic about the timing as results could reduce the amount needed to renovate.

The process will move forward and B. Simons asked if there a time frame after the audit that you have to act. Chad stressed having a good contract before moving forward and Doug replied that the project can be phased.

VI. LIBRARY BUSINESS

A. Technology Report B. Nielsen asked about the possibility of outsourcing equipment to monitor Internet speed. While BCTS has its preferred contractors, B. Simons thought it could happen. There may be leftover funds from chargebacks that could accomplish wired network. B. Simons would contact BCTS if this is the desired direction. He doesn't think it would be a problem. Going to wired network seems like jumping to solution before we know the problem.

A meeting with Nsight is scheduled at the Denmark Branch next week to discuss fiber possibilities. This project was brought forward by BCTS.

B. Financial Manager's Report, Bills and Donations

There were no bills out of the ordinary. L. Denault presented the November, 2015 financial report and the November, 2015 Gifts, Grants and Donations. **Motion** by N. Jeske, seconded by C. Buboltz,, to approve the November, 2015 financials and gifts, grants and donations as follows:

Brown County Library Gifts, Grants & Donations Report November 2015

Gifts & Donations

11/04/15	Wochinske Family Foundation	5,000.00	Teen Classes & Events
11/04/15	Daniel & Eileen Rogers - In Memory of Julie Dart	25.00	Adult Materials
11/12/15	Friends of Brown County Library	174.98	Class & Event Supplies
11/12/15	FBCL/Wrightstown Area Library Committee	2,785.81	Wrightstown Operating Exp.
11/18/15	Branch Buddies of the Brown County Library	320.67	Program Supplies
11/18/15	Anita Powers	50.00	Ashwaubenon Furniture
11/18/15	Jean Watson	200.00	Ashwaubenon Furniture
11/18/15	Focus on Energy	495.00	Central Lighting
11/18/15	Focus on Energy	132.00	Kress Lighting
11/01/15	Ashwaubenon	30.36	Donation Box
11/01/15	Bookmobile		Donation Box
11/01/15	East	27.68	Donation Box
11/01/15	Weyers/Hilliard	24.78	Donation Box
11/01/15	Central	45.12	Donation Box
11/01/15	Kress	17.69	Donation Box
11/01/15	Pulaski	8.50	Donation Box
11/01/15	Southwest	22.47	Donation Box
11/01/15	Wrightstown	14.22	Donation Box
	Total Donations	\$ 9,374.28	

Federal & State Grants

11/30/15	Nicolet Federated Library System	\$ 4,496.68	Collection Development
----------	----------------------------------	-------------	------------------------

11/30/15 Nicolet Federated Library System
Total Grants

2,083.33
\$ 6,580.01

Technology Grant

Motion carried.

C. FACILITIES REPORT Southwest Branch expansion: trusses and slabs done and sheetrock in the next week. **Central Library:** auditorium theatrical lighting installed in January; and bids for a laser projector and screen are due next week. Kick-off with Boldt took place to discuss carpeting, wall coverings, stage modification and meeting room walls, doors, ceiling tiles, etc. This project will be done in May. Hearing loop(s) may be installed in auditorium. Also, new bike racks were installed and a new checkout and reference desk will be installed at the end of December. Separate dedicated third floor access is provided for Proto, Inc.

VII. APPROVE FINAL 2016 BUDGET

Motion by T. Nixon, seconded by C. Wagner, to approve the final 2016 budget. **Motion carried.**

VIII. APPROVE PAY FOR PERFORMANCE STRUCTURE

Motion by T. Nixon, seconded by C. Buboltz, to approve the 2015 Pay for Performance structure: 2.25 % for exceeding excellence; 1.5% for meeting excellence; and 0% for needing improvement. **Motion carried.**

IX. DISCUSSION AND POSSIBLE ACTION ON INTERNET FILTERING

Since a particular website was made unavailable for a patron due to filtering, the Board and staff will review the Internet and Public Computer Acceptable Use Policy. **Motion** by C. Buboltz, seconded by C. Bianchi to refer the policy back to staff for review. **Motion carried.**

X. OLD BUSINESS K. Pletcher forwarded a newspaper article on Shawano and Kewaunee counties and adjacent county billing. K. Pletcher will follow up with Senator Cowles to discuss the statute on adjacent county billing and why it exists.

XI. NICOLET FEDERATED LIBRARY SYSTEM Their strategic plan was revised and an evaluation for Director has been developed.

XII. PRESIDENT'S REPORT K. Pletcher, as a gesture recognizing her last officiated meeting, gifted the board and staff with Seroogy's chocolates.

XIII. LIBRARY DIRECTOR'S REPORT Sue Lagerman, the library's Communication and Library Program Manager, was the recipient of the 2015 City of Green Bay Mayor's Leadership Award for Advancing Literacy. B. Simons is now serving on the Executive Committee of the Community Partnership for Children. The Administrative Team is completing performance reviews with library supervisors to determine 2016 pay for performance incentives. B. Simons will schedule orientations with new Library Board members. Outgoing board members' service will be recognized with books purchased for the collection and plated in their honor.

XIV. SUCH OTHER MATTERS AS ARE AUTHORIZED BY LAW None.

XV. ADJOURNMENT

Motion by T. Nixon, seconded by C. Buboltz, to adjourn the meeting. **Motion carried.**

The meeting adjourned at 8:45 p.m.

NEXT REGULAR MEETING

January 21, 2016

Central Library

515 Pine Street, downtown Green Bay

5:15 p.m.

Respectfully submitted,

Dr. Christopher Wagner, Library Board Secretary
Sue Lagerman, Recording Secretary

1a

PROCEEDINGS OF THE BROWN COUNTY LIBRARY BOARD

A special meeting was held on **January 11, 2016 at 5:00 p.m.** at the **Brown County Kress Family Branch Library, 333 N. Broadway, De Pere, WI**

PRESENT: BOB NIELSEN, DAVID RUNNING, and JOHN VANDER LEEST

EXCUSED: MIKE AUBINGER, CHAD BIANCHI, NATHAN JESKE, JOHN VAN DYCK, and CHRISTOPHER WAGNER

ALSO PRESENT: Brian Simons, Curt Beyler, Lori Denault, Sue Lagerman, and Emily Rogers (staff); David Lang and Jane Dederling (HGA)

CALL TO ORDER

The meeting convened at 5:00 p.m.

I. APPROVE/MODIFY AGENDA

There were no changes to the agenda.

II. FACILITIES MASTER PLAN WORKSHOP FACILITATED BY HGA, INC.

David and Jane presented on their brainstorming session with staff. Discussion was held among HGA, board members and staff about relevant libraries and their locations; scope of the facilities plan, known opportunities and the library's destiny.

III. SUCH OTHER MATTERS AS ARE AUTHORIZED BY LAW None.

XV. ADJOURNMENT

The meeting adjourned at 7:15 p.m.

NEXT REGULAR MEETING

January 21, 2016

Central Library

515 Pine Street, downtown Green Bay

5:15 p.m.

Respectfully submitted,

Dr. Christopher Wagner, Library Board Secretary
Sue Lagerman, Recording Secretary

1a



NEVILLE PUBLIC MUSEUM
OF BROWN COUNTY
NevillePublicMuseum.org

Bridging Communities • Connecting Generations

PROCEEDINGS OF THE BROWN COUNTY NEVILLE PUBLIC MUSEUM GOVERNING BOARD

Pursuant to Section 19.84, Wis. Stats., a meeting of the **Brown County Neville Public Museum Governing Board** was held at 4:30 p.m. on Monday, December 14, 2015 at the Neville Public Museum, 210 Museum Place, Green Bay, Wisconsin

PRESENT: Kevin Kuehn, Bernie Erickson, Erik Hoyer, Tom Sieber, and Diane Ford
ALSO PRESENT: Cressy Birdier, Rachel Patterson, Lisa Zimmerman, Dennis Rosloniec, Kevin Cullen, Kasha Huntowski, and Beth Lemke

CALL MEETING TO ORDER

1. Chairman Kuehn called the meeting to order at 4:31PM.
2. APPROVE/MODIFY AGNEDA

Motion made by Erik Hoyer and seconded by Diane Ford to approve the agenda.

Vote taken. MOTION APPROVED UNANIMOUSLY.

3. Museum Directors Report. Museum Director Lemke asked Curator Lisa Zimmerman and Communications Coordinator Rachel Patterson to share their December 8th Night at the Museum social media plan with the board. Lisa and Rachel provided an outline of the platforms, person responsible and lessons learned for future coordinated efforts.

#NPMSocial

12/3	12:30pm	Instagram	Adopt a Mastodon	Live-Lisa
12/4	1pm	Instagram	Lincoln Bust	Live-Lisa
12/7	Afternoon	Twitter	Gif	Schedule-Rachel
	12pm	Facebook	Mastodon - Getting ready for event	Schedule-Lisa
12/8	9am	Twitter	Gif	Schedule- Rachel
	1pm	Instagram	Dinos	Live-Lisa
	3pm	Instagram	Food/Flowers/Music	Live-Lisa
	4:30pm	Twitter	Lincoln Bust	Schedule- Rachel
	5:35pm	Twitter	Doors Open	Schedule- Rachel
	6pm	Instagram	Silent Auction	Live-Lisa
	6:15pm	Twitter	Dessert Table	Live- Rachel
	6:45pm	Twitter	Part of Kasha or Beth's speech	Schedule- Rachel
	6:50pm	Twitter	Volunteers	Schedule- Rachel
	7:15pm	Twitter	Activities Starting	Schedule- Rachel
	7:30pm	Twitter	Bruce	Live- Rachel
	8pm	Instagram	People at Event	Live-Lisa
	8:45pm	Twitter	Silent Auction Wrap Up	Schedule- Rachel
	9:15pm	Twitter	Over-Thank You	Schedule- Rachel
12/9	12pm	Instagram	Thank You	Live-Lisa

	3pm	Facebook	Photo Album with Thank You	Schedule- Rachel
12/11	12pm	WebsitePost	Blog with Results from Kasha	Live-Lisa
	5pm	Facebook/Twitter	Blog Push	Schedule- Rachel/Lisa

Museum Director Lemke asked Media Technician Dennis Rosloniec to share his December 3, 2015 report to the LEAN Steering Committee regarding the 6S project Time Tunnel Clean Up with the Museum Governing Board. Dennis's report reflected one non-public area where the 6S process positivity affected employee work flow. The 6S process learned will be applied to several other non-public areas of the museum in 2016 to positively influence work flow and job productivity for other employees.

Museum Deputy Director Cullen updated the board on the museum's involvement in a Virtual Learning Partnership between the Neville Public Museum and the Ashwaubenon School District. On Friday, December 11, 2015 the Neville Public Museum in partnership with the Ashwaubenon School District launched a new digital initiative: connecting museum collections to students using Google Hangouts. With Hangouts, Ashwaubenon elementary students were able to connect with museum staff from their classroom. Students were given a behind-the-scenes look at artifacts that aren't usually available to the public. The next Hangout will take place on Friday, January 15, 2016 at the Neville with four more Hangouts in the works for 2016 that will be archived digitally on YouTube.

Museum Director Lemke provided board members a copy of the IFQ Energy Performance Contract Services 11102015 in which the museum was one of the site locations selected by Public Works for a facility tour on December 1, 2015. Director Lemke also announced the museum was going to be the Green Bay location for Wisconsin Public Television's premier of the first episode of the last season of Downton Abby on December 15, 2015.

Additionally, she reviewed the goals of the 2016 Visitor Experience & Architectural Exhibition Master Plan. Of which at the conclusion of the project the museum and the vendor will have completed an exhibition master plan that supports the Museum's strategic purpose of existing spaces including concept drawings, proposed budget and projected schedule of completion.

Museum Director Lemke provided the board the updated status of attendance and revenue. In comparing FY14 YTD and FY15 YTD the 2015 Museum Audience Analysis and Strategic Messaging is working. Adult attendance is down 6.15%, but member visitation is up 20%. She correlated data with exhibition subject matter as well as internal and external promotions. In FY14 the Neville was the temporary home for the Green Bay Packer Hall of Fame. Zip Code analysis of November 2014 indicates visitors from over 47 states and correlates to the Green Bay Packer home game schedule. In comparison November 2015 had visitors from 22 states and more visitors from Wisconsin and the Upper Peninsula of Michigan. Overall attendance is nearly flat in comparison to FY14 year to date but down from FY13 and FY12 year to date. This correlates to the 2014 budget adoption to decrease Wednesday evening hours from four to one a month.

In 2016 the Neville will have a full time education specialist to increase school aged children visitation and will continue to focus marketing and promotions on strategic messaging for families, members/ donors, educators, and local businesses. Exhibits, programming, outreach and marketing decisions will be based on ongoing data collection on what the community wants and will support.

To conclude, Museum Director Lemke thanked all board members for their terms of service to the Neville Public Museum and welcomed new term appointments for Bernie Erickson, Erik Hoyer, Tom Sieber, Kramer Rock and Terri Trantow.

Discussion ensued; staff was commended on the process and encouraged to continue capturing data to share with the board, no action taken.

2016 Governing Board Meeting Dates

No January meeting

Monday, February 8, 2016

Monday, March 14, 2016
Monday, April 11, 2016
Monday, May 9, 2016
Monday, June 13, 2016
Monday, July 11, 2016
Monday, August 8, 2016
Monday, September 12, 2016
Monday, October 10, 2016
Monday, November 14, 2016
Monday, December 12, 2016

4. Such other matters as authorized by law: Museum Director Lemke wanted to acknowledge Diane Ford's determination, commitment and faith in the Neville Public Museum as Chair of the Neville Public Museum Foundation Board and during her term on the Museum Governing Board. Diane Ford will remain on the Neville Public Museum Foundation Board as Past Chair for one year.

Next meeting of the Neville Public Museum Governing Board will be **Monday, February 8, 2016 at 4:30pm.**

5. Adjournment. Motion to adjourn made at 5:16PM by Diane Ford and seconded by Tom Sieber Vote taken.
MOTION APPROVED UNANIMOUSLY

COMPLEX ATTENDANCE FOR THE BROWN COUNTY VETERANS MEMORIAL COMPLEX					
December-15	Date	Building	2015	2014	2014 Date
Green Bay Holiday Dance Classic	December 19, 2015	ARENA	1209	803	
Hmong New Year Celebration	December 26, 2015	ARENA	1500	1750	
Hmong New Year Celebration	December 27, 2015	ARENA	1500	1250	
ARENA TOTAL			4209	3803	
Salvation Army Distribution	December 22, 2015	SHOPKO	2000	2000	
Salvation Army Distribution	December 23, 2015	SHOPKO	350	800	
Gun & Knife Show		SHOPKO	N/A	1200	December 26, 2014
Gun & Knife Show		SHOPKO	N/A	2000	December 27, 2014
Gymnastics Event		Shopko	N/A	915	December 5 2014
Gymnastics Event		Shopko	N/A	2300	December 6 2014
Gymnastics Event		Shopko	N/A	2300	December 7 2014
SHOPKO HALL TOTAL			2350	11,515	
Jeff Dunham	December 2, 2015	RESCH	7842	N/A	
UWGB Game	December 6, 2015	RESCH	1910	1353	
Gamblers Game	December 11, 2015	RESCH	2422	1284	
UWGB Game	December 15, 2015	RESCH	1132	2592	
Gamblers game	December 18, 2015	RESCH	2146	3068	
Gamblers game	December 19, 2015	RESCH	2559	2059	
UWGB Game	December 20, 2015	RESCH	891	1648	
Harlem Globetrotters	December 30 2014	RESCH	4735	6242	
Gamblers game	December 28, 2015	RESCH	632	2450	
Gamblers game	December 29, 2015	RESCH	2026	3740	
Gamblers Game	December 31, 2015	RESCH	4623	4694	
Little Big Town		RESCH	N/A	3762	December 11 2014
UWGB Game		RESCH	N/A	3419	December 27 2014
UWGB Game		RESCH	N/A	2016	December 31 2014
RESCH CENTER TOTAL			30918	38,327	
TOTAL FOR DECEMBER 2015			37,477	53,645	

Brown County Parks Budget Status Report

11/30/2015 -UNAUDITED

Expenses

	Amended Budget	YTD Actual	Percent of Budget
Personnel Costs	\$ 1,059,933	929,633	88%
Operating Expenses	\$ 665,126	566,520	85%
Utilities	\$ 124,040	88,900	72%
Outlay	\$ 352,600	76,770	22%

Revenues

Property Taxes	\$ 895,700	821,058	92%
Intergov Revenue	\$ 47,975	49,492	103%
Public Charges/Misc. Revenue	\$ 1,253,424	819,699	65%

HIGHLIGHTS:

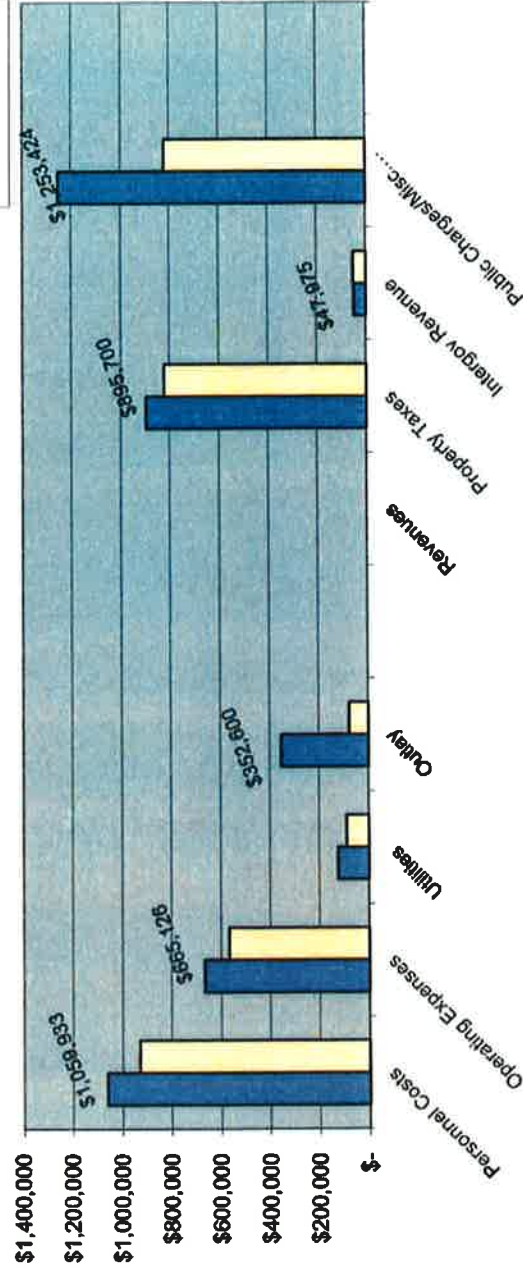
Expenses:

All expenses are as expected, outlay appears low due to Friends projects not being completed.

Revenues:

Public charges (shelter rentals, camping, other fees) are well above FY 2014 and most are above FY 2015 budgeted amounts.

Parks-November 30, 2015





UNAUDITED
PARKS
Pa 184

Budget by Account Classification Report

Through 11/30/15
Prior Fiscal Year Activity Included
Detail Listing

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	Encumbrances	YTD Transactions	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year Total
Fund 100 - GF											
REVENUE											
Property taxes											
4100	General property taxes	895,700.00	.00	895,700.00	74,641.67	.00	821,058.37	74,641.63	92	859,924.00	
Property taxes Totals		\$895,700.00	\$0.00	\$895,700.00	\$74,641.67	\$0.00	\$821,058.37	\$74,641.63	92%	\$859,924.00	
Intergov Revenue											
4301	Federal grant revenue	.00	4,600.00	4,600.00	.00	.00	4,600.00	.00	100	199,243.00	
4301.100	Federal grant revenue Stimulus	.00	.00	.00	.00	.00	.00	.00	+++	.00	
4302	State grant and aid revenue	47,975.00	.00	47,975.00	.00	.00	44,892.14	3,082.86	94	92,153.66	
Intergov Revenue Totals		\$47,975.00	\$4,600.00	\$52,575.00	\$0.00	\$0.00	\$49,492.14	\$3,082.86	94%	\$291,396.66	
Public Charges											
4600	Charges and fees	1,000.00	.00	1,000.00	.00	.00	.00	1,000.00	0	2,023.77	
4600.760	Charges and fees Rifle range	14,500.00	.00	14,500.00	3,693.34	.00	9,686.10	4,813.90	67	14,429.04	
4600.761	Charges and fees Outdoor ed class	27,500.00	.00	27,500.00	370.00	.00	25,666.84	1,833.16	93	25,546.81	
4600.762	Charges and fees Camping	190,000.00	.00	190,000.00	220.00	.00	195,850.24	(5,850.24)	103	179,369.22	
4600.763	Charges and fees Event parking	17,000.00	.00	17,000.00	.00	.00	17,562.38	(562.38)	103	16,261.77	
4601.004	Sales Vending machine	13,650.00	.00	13,650.00	98.63	.00	16,947.14	(3,297.14)	124	15,664.75	
4601.006	Sales Concessions	400.00	.00	400.00	.00	.00	72.04	327.96	18	439.81	
4601.770	Sales Passes	22,750.00	.00	22,750.00	727.49	.00	23,286.32	(536.32)	102	21,091.89	
4601.787	Sales Catering Commissions	.00	.00	.00	.00	.00	.00	.00	+++	.00	
4603.010	Rent Buildings	274,000.00	.00	274,000.00	.00	.00	274,257.14	(257.14)	100	268,182.46	
4603.030	Rent Housing	5,400.00	.00	5,400.00	230.76	.00	4,269.12	1,130.88	79	4,978.32	
4603.712	Rent Shelter	139,000.00	.00	139,000.00	6,670.00	.00	170,523.26	(31,523.26)	123	159,411.00	
Public Charges Totals		\$705,200.00	\$0.00	\$705,200.00	\$12,010.22	\$0.00	\$738,120.58	(\$32,920.58)	105%	\$707,398.84	
Miscellaneous Revenue											
4190	Disp of fixed assets - reclass	.00	.00	.00	.00	.00	.00	.00	+++	3,670.00	
4800	Intra-county charge	300.00	.00	300.00	.00	.00	100.00	200.00	33	200.00	
4900	Miscellaneous	1,250.00	.00	1,250.00	.00	.00	5,771.12	(4,521.12)	462	7,755.48	
4901	Donations	750.00	.00	750.00	1,000.00	.00	3,537.24	(2,787.24)	472	1,465.63	
4904.100	Grants Focus on Energy	.00	.00	.00	.00	.00	.00	.00	+++	.00	
4950	Insurance Recoveries	.00	.00	.00	.00	.00	.00	.00	+++	35.44	
Miscellaneous Revenue Totals		\$2,300.00	\$0.00	\$2,300.00	\$1,000.00	\$0.00	\$9,408.36	(\$7,108.36)	409%	\$13,126.55	
Other Financing Sources											
9000	Carryover	.00	.00	.00	.00	.00	.00	.00	+++	.00	
9001	Capital Contribution	.00	320,000.00	320,000.00	52,170.00	.00	52,170.00	267,830.00	16	51,865.08	
9002	Transfer in	190,924.00	20,000.00	210,924.00	.00	.00	20,000.00	190,924.00	9	122,690.87	
9002.200	Transfer in HR	.00	.00	.00	.00	.00	.00	.00	+++	3,224.00	
9002.400	Transfer in Wages	15,000.00	.00	15,000.00	.00	.00	.00	15,000.00	0	16,086.22	
9004	Intrafund Transfer In	.00	.00	.00	.00	.00	.00	.00	+++	.00	
Other Financing Sources Totals		\$205,924.00	\$340,000.00	\$545,924.00	\$52,170.00	\$0.00	\$72,170.00	\$473,754.00	13%	\$193,866.17	
REVENUE TOTALS		\$1,857,099.00	\$344,600.00	\$2,201,699.00	\$139,821.89	\$0.00	\$1,690,249.45	\$511,449.55	77%	\$2,065,712.22	



PC 284

Budget by Account Classification Report

Through 11/30/15
Prior Fiscal Year Activity Included
Detail Listing

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	Encumbrances	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year Total
Fund 100 - GF										
EXPENSE										
Personnel Costs										
5100	Regular earnings	718,668.00	.00	718,668.00	51,040.42	.00	601,279.77	117,388.23	84	626,706.10
5100.998	Regular earnings Budget only	8,622.00	.00	8,622.00	.00	.00	.00	8,622.00	0	.00
5102	Paid leave earnings	.00	.00	.00	.00	.00	.00	.00	+++	.00
5102.100	Paid leave earnings Paid Leave	.00	.00	.00	3,149.25	.00	32,620.59	(32,620.59)	+++	42,020.20
5102.200	Paid leave earnings Personal	.00	.00	.00	226.36	.00	2,288.35	(2,288.35)	+++	6,860.12
5102.300	Paid leave earnings Casual	.00	.00	.00	.00	.00	866.14	(866.14)	+++	10,350.80
5102.400	Paid leave earnings Sick	.00	.00	.00	.00	.00	.00	.00	+++	5,563.26
5102.500	Paid leave earnings Holiday	.00	.00	.00	.00	.00	7,521.68	(7,521.68)	+++	15,309.54
5102.600	Paid leave earnings Other (funeral, jury duty, etc)	.00	.00	.00	.00	.00	594.94	(594.94)	+++	434.37
5102.999	Paid leave earnings Accrual	.00	.00	.00	.00	.00	.00	.00	+++	.00
5103	Premium	.00	.00	.00	.00	.00	.00	.00	+++	.00
5103.000	Premium Overtime	11,701.00	.00	11,701.00	195.27	.00	6,898.52	4,802.48	59	17,448.98
5103.100	Premium Comp time	.00	.00	.00	.00	.00	.00	.00	+++	245.15
5103.200	Premium Shift differential	.00	.00	.00	8.50	.00	205.31	(205.31)	+++	243.65
5103.300	Premium Holiday	.00	.00	.00	.00	.00	746.49	(746.49)	+++	.00
5109	Salaries reimbursement	.00	.00	.00	.00	.00	.00	.00	+++	.00
5109.100	Salaries reimbursement Short term disability	.00	.00	.00	.00	.00	(5,175.56)	5,175.56	+++	(5,694.04)
5109.400	Salaries reimbursement Workers compensation	.00	.00	.00	.00	.00	.00	.00	+++	.00
5110	Fringe benefits	.00	.00	.00	.00	.00	.00	.00	+++	.00
5110.100	Fringe benefits FICA	53,684.00	.00	53,684.00	4,025.78	.00	48,326.64	5,357.36	90	53,287.73
5110.110	Fringe benefits Unemployment compensation	1,829.00	.00	1,829.00	131.40	.00	1,529.69	299.31	84	2,548.36
5110.199	Fringe benefits Back pay fringe	.00	.00	.00	.00	.00	.00	.00	+++	.00
5110.200	Fringe benefits Health Insurance	146,317.00	.00	146,317.00	11,558.08	.00	124,617.48	21,699.52	85	146,170.54
5110.210	Fringe benefits Dental Insurance	13,855.00	.00	13,855.00	934.78	.00	10,455.16	3,399.84	75	12,319.29
5110.220	Fringe benefits Life Insurance	611.00	.00	611.00	30.15	.00	374.77	236.23	61	749.71
5110.230	Fringe benefits LT disability insurance	1,965.00	.00	1,965.00	153.05	.00	1,627.81	337.19	83	1,846.27
5110.235	Fringe benefits Disability insurance	6,582.00	.00	6,582.00	549.00	.00	6,039.00	543.00	92	6,582.12
5110.240	Fringe benefits Workers compensation insurance	58,690.00	.00	58,690.00	4,891.00	.00	53,801.00	4,889.00	92	58,727.04
5110.300	Fringe benefits Retirement	37,116.00	.00	37,116.00	2,976.64	.00	35,015.54	2,100.46	94	44,043.40
5110.310	Fringe benefits Retirement credit	.00	.00	.00	.00	.00	.00	.00	+++	.00
5198	Fringe benefits - Budget only	293.00	.00	293.00	.00	.00	.00	293.00	0	.00
Personnel Costs Totals		\$1,059,933.00	\$0.00	\$1,059,933.00	\$79,869.68	\$0.00	\$929,633.32	\$130,299.68	88%	\$1,045,762.59
Operating Expenses										
5200	Uniform	.00	.00	.00	.00	.00	.00	.00	+++	.00
5203.100	Employee allowance Clothing	3,795.00	.00	3,795.00	83.65	.00	3,680.15	114.85	97	3,143.45
5300	Supplies	34,765.00	.00	34,765.00	3,258.22	.00	26,715.56	8,049.44	77	27,722.92
5300.001	Supplies Office	4,350.00	.00	4,350.00	236.23	.00	2,491.97	1,858.03	57	1,199.64
5300.002	Supplies Cleaning and household	14,050.00	.00	14,050.00	.00	.00	12,203.23	1,846.77	87	11,658.98

4



Pa 384

Budget by Account Classification Report

Through 11/30/15

Prior Fiscal Year Activity Included

Detail Listing

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	Encumbrances	YTD Transactions	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year Total
Fund 100 - GF											
EXPENSE											
<i>Operating Expenses</i>											
5300.003	Supplies Technology	.00	.00	.00	.00	.00	.00	249.90	(249.90)	+++	.00
5300.004	Supplies Postage	1,780.00	.00	1,780.00	49.52	.00	.00	1,229.38	550.62	69	1,165.59
5300.005	Supplies Rifle range	1,500.00	.00	1,500.00	42.23	.00	.00	1,022.34	477.66	68	329.14
5303	Copy expense	.00	.00	.00	.00	.00	.00	.00	.00	+++	.00
5304	Printing	4,750.00	.00	4,750.00	369.00	.00	.00	2,694.65	2,055.35	57	4,208.34
5305	Dues and memberships	1,045.00	.00	1,045.00	.00	.00	.00	755.61	289.39	72	1,083.17
5306.100	Maintenance agreement Software	5,361.00	.00	5,361.00	.00	.00	.00	5,197.58	163.42	97	4,922.00
5307.100	Repairs and maintenance Equipment	29,300.00	.00	29,300.00	3,559.17	.00	.00	37,629.70	(8,329.70)	128	28,995.85
5307.200	Repairs and maintenance Vehicle	15,250.00	.00	15,250.00	1,721.42	.00	.00	16,601.75	(1,351.75)	109	11,267.24
5307.300	Repairs and maintenance Building	36,500.00	.00	36,500.00	5,625.49	.00	.00	23,086.23	13,413.77	63	18,473.72
5307.400	Repairs and maintenance Grounds	48,500.00	.00	48,500.00	1,761.50	.00	.00	32,440.08	16,059.92	67	25,247.49
5308.100	Vehicle/equipment Gas, oil, etc.	22,825.00	.00	22,825.00	(145.07)	.00	.00	13,316.88	9,508.12	58	23,074.17
5308.900	Vehicle/equipment Contra	(800.00)	.00	(800.00)	.00	.00	.00	.00	(800.00)	0	(766.59)
5310	Advertising and public notice	6,650.00	.00	6,650.00	388.41	.00	.00	2,748.20	3,901.80	41	1,439.34
5315	Vending	3,300.00	.00	3,300.00	.00	.00	.00	4,001.29	(701.29)	121	3,585.84
5320.100	Rental Equipment	2,250.00	.00	2,250.00	46.02	.00	.00	246.02	2,003.98	11	389.55
5330	Books, periodicals, subscription	1,250.00	.00	1,250.00	.00	.00	.00	.00	1,250.00	0	.00
5335	Software/Licenses	.00	.00	.00	.00	.00	.00	.00	.00	+++	.00
5340	Travel and training	6,250.00	.00	6,250.00	256.90	.00	.00	7,807.48	(1,557.48)	125	7,673.26
5345	Permits	1,400.00	.00	1,400.00	.00	.00	.00	966.08	433.92	69	530.00
5367	Wellness	.00	.00	.00	.00	.00	.00	.00	.00	+++	.00
5390	Miscellaneous	.00	.00	.00	.00	.00	.00	.00	.00	+++	19.90
5392	Service fees	2,250.00	.00	2,250.00	234.86	.00	.00	5,415.97	(3,165.97)	241	2,689.46
5395	Equipment - nonoutlay	3,500.00	.00	3,500.00	.00	.00	.00	3,347.50	152.50	96	2,800.00
5501	Electric	62,000.00	.00	62,000.00	3,366.94	.00	.00	- 51,967.23	10,032.77	84	55,434.18
5502	Gas, oil, etc.	33,940.00	.00	33,940.00	1,456.77	.00	.00	- 19,853.63	14,086.37	58	41,192.72
5503	Water & sewer	17,500.00	.00	17,500.00	756.23	.00	.00	- 16,443.36	1,056.64	94	24,046.61
5503.100	Water & sewer Storm water management	10,600.00	.00	10,600.00	45.40	.00	.00	- 637.34	9,962.66	6	14,647.93
5505	Telephone	4,800.00	.00	4,800.00	298.86	.00	.00	4,024.35	775.65	84	4,380.26
5505.100	Telephone cell	4,300.00	.00	4,300.00	256.04	.00	.00	2,159.04	2,140.96	50	3,548.48
5507	Other utilities	2,400.00	.00	2,400.00	155.28	.00	.00	1,520.82	879.18	63	3,001.52
5500	Indirect cost	104,775.00	.00	104,775.00	8,731.00	.00	.00	96,041.00	8,734.00	92	89,893.00
5601.100	Intra-county expense Technology services	40,933.00	.00	40,933.00	2,756.92	.00	.00	33,178.62	7,754.38	81	37,237.36
5601.200	Intra-county expense Insurance	70,345.00	.00	70,345.00	5,862.00	.00	.00	64,482.00	5,863.00	92	66,621.00
5601.250	Intra-county expense Special revenue fund	.00	.00	.00	.00	.00	.00	.00	.00	+++	.00
5601.300	Intra-county expense Other departmental	1,150.00	.00	1,150.00	.00	.00	.00	532.00	618.00	46	660.00
5601.350	Intra-county expense Highway	52,000.00	.00	52,000.00	11,055.10	.00	.00	52,304.25	(304.25)	101	36,821.53
5601.400	Intra-county expense Copy center	2,150.00	.00	2,150.00	8.00	.00	.00	1,361.64	788.36	63	1,225.21

4



P2484

Budget by Account Classification Report

Through 11/30/15
Prior Fiscal Year Activity Included
Detail Listing

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	Encumbrances	YTD Transactions	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year Total
Fund 100 - GF											
EXPENSE											
<i>Operating Expenses</i>											
5601.450	Intra-county expense Departmental copiers	3,303.00	.00	3,303.00	275.25	.00	.00	3,027.75	275.25	92	3,303.00
5601.550	Intra-county expense Document center	259.00	.00	259.00	9.04	.00	.00	129.47	129.53	50	.00
5601.560	Intra-county expense Fleet management	.00	.00	.00	.00	.00	.00	.00	.00	+++	.00
5700	Contracted services	43,065.00	.00	43,065.00	2,811.21	.00	.00	39,142.67	3,922.33	91	40,596.98
5702	Maintenance and cleaning	.00	.00	.00	.00	.00	.00	.00	.00	+++	.00
5706	Temporary replacement help	.00	.00	.00	.00	.00	.00	.00	.00	+++	.00
5708	Professional services	4,850.00	.00	4,850.00	.00	.00	.00	4,504.40	345.60	93	475.00
5800.300	Grant Expenditures Snowmobile Clubs	47,975.00	.00	47,975.00	.00	.00	.00	42,262.98	5,712.02	88	94,606.26
5850	Contributions	18,000.00	.00	18,000.00	.00	.00	.00	18,000.00	.00	100	18,000.00
9003	Transfer out	.00	.00	.00	.00	.00	.00	.00	.00	+++	.00
9003.100	Transfer out General Fund	.00	.00	.00	.00	.00	.00	.00	.00	+++	.00
9003.400	Transfer out Wages	15,000.00	.00	15,000.00	.00	.00	.00	.00	15,000.00	0	16,086.22
<i>Operating Expenses Totals</i>		\$789,166.00	\$0.00	\$789,166.00	\$55,331.59	\$0.00	\$0.00	\$655,420.10	\$133,745.90	83%	\$732,629.72
<i>Outlay</i>											
6110.020	Outlay Equipment (\$5,000+)	8,000.00	.00	8,000.00	.00	.00	.00	.00	8,000.00	0	33,958.96
6110.100	Outlay Other (\$5,000+)	.00	344,600.00	344,600.00	52,170.00	.00	.00	76,770.00	267,830.00	22	252,000.03
6181	Architect	.00	.00	.00	.00	.00	.00	.00	.00	+++	.00
6190	Disposition of fixed assets	.00	.00	.00	.00	.00	.00	.00	.00	+++	.00
<i>Outlay Totals</i>		\$8,000.00	\$344,600.00	\$352,600.00	\$52,170.00	\$0.00	\$0.00	\$76,770.00	\$275,830.00	22%	\$285,958.99
EXPENSE TOTALS		\$1,857,099.00	\$344,600.00	\$2,201,699.00	\$187,371.27	\$0.00	\$0.00	\$1,661,823.42	\$539,875.58	75%	\$2,064,351.30
Fund 100 - GF Totals											
<i>REVENUE TOTALS</i>		1,857,099.00	344,600.00	2,201,699.00	139,821.89	.00	.00	1,690,249.45	511,449.55	77	2,065,712.22
<i>EXPENSE TOTALS</i>		1,857,099.00	344,600.00	2,201,699.00	187,371.27	.00	.00	1,661,823.42	539,875.58	75	2,064,351.30
Fund 100 - GF Totals		\$0.00	\$0.00	\$0.00	(\$47,549.38)	\$0.00	\$0.00	\$28,426.03	(\$28,426.03)		\$1,360.92
Grand Totals											
<i>REVENUE TOTALS</i>		1,857,099.00	344,600.00	2,201,699.00	139,821.89	.00	.00	1,690,249.45	511,449.55	77	2,065,712.22
<i>EXPENSE TOTALS</i>		1,857,099.00	344,600.00	2,201,699.00	187,371.27	.00	.00	1,661,823.42	539,875.58	75	2,064,351.30
Grand Totals		\$0.00	\$0.00	\$0.00	(\$47,549.38)	\$0.00	\$0.00	\$28,426.03	(\$28,426.03)		\$1,360.92

4



Unaudited
Parks - Special Rev. Accounts
Pg 1 of 3

Budget by Account Classification Report

Through 11/30/15
Prior Fiscal Year Activity Included
Summary Listing

Account Classification	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	Encumbrances	YTD Transactions	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year Total
Fund 120 - Park Donations										
REVENUE										
Intergov Revenue	.00	.00	.00	.00	.00	.00	.00	.00	+++	.00
Miscellaneous Revenue	10,200.00	.00	10,200.00	53.35	.00	687.90	9,512.10	7	7	13,864.29
Other Financing Sources	.00	.00	.00	.00	.00	.00	.00	.00	+++	.00
REVENUE TOTALS	\$10,200.00	\$0.00	\$10,200.00	\$53.35	\$0.00	\$687.90	\$9,512.10	7%	7%	\$13,864.29
EXPENSE										
Operating Expenses	15,396.00	.00	15,396.00	874.00	.00	7,563.54	7,832.46	49	49	31,370.43
Outlay	.00	.00	.00	.00	.00	.00	.00	.00	+++	.00
EXPENSE TOTALS	\$15,396.00	\$0.00	\$15,396.00	\$874.00	\$0.00	\$7,563.54	\$7,832.46	49%	49%	\$31,370.43
Fund 120 - Park Donations Totals										
REVENUE TOTALS	10,200.00	.00	10,200.00	53.35	.00	687.90	9,512.10	7	7	13,864.29
EXPENSE TOTALS	15,396.00	.00	15,396.00	874.00	.00	7,563.54	7,832.46	49	49	31,370.43
Fund 120 - Park Donations Totals	(\$5,196.00)	\$0.00	(\$5,196.00)	(\$820.65)	\$0.00	(\$6,875.64)	\$1,679.64			(\$17,506.14)
Fund 121 - Boat Landing										
REVENUE										
Public Charges	110,000.00	.00	110,000.00	1,787.70	.00	105,735.13	4,264.87	96	96	106,599.87
Miscellaneous Revenue	.00	.00	.00	.00	.00	.00	.00	.00	+++	345.55
REVENUE TOTALS	\$110,000.00	\$0.00	\$110,000.00	\$1,787.70	\$0.00	\$105,735.13	\$4,264.87	96%	96%	\$106,935.42
EXPENSE										
Operating Expenses	222,310.00	99,104.00	321,414.00	88,291.55	(84,250.00)	131,329.02	274,334.98	15	15	74,699.80
Outlay	85,000.00	7,500.00	92,500.00	.00	.00	.00	92,500.00	0	0	15,736.00
EXPENSE TOTALS	\$307,310.00	\$106,604.00	\$413,914.00	\$88,291.55	(\$84,250.00)	\$131,329.02	\$366,834.98	11%	11%	\$90,435.80
Fund 121 - Boat Landing Totals										
REVENUE TOTALS	110,000.00	.00	110,000.00	1,787.70	.00	105,735.13	4,264.87	96	96	106,935.42
EXPENSE TOTALS	307,310.00	106,604.00	413,914.00	88,291.55	(84,250.00)	131,329.02	366,834.98	11	11	90,435.80
Fund 121 - Boat Landing Totals	(\$197,310.00)	(\$106,604.00)	(\$303,914.00)	(\$86,503.85)	\$84,250.00	(\$25,593.89)	(\$362,570.11)			\$16,499.62
Fund 122 - Cross County Ski										
REVENUE										
Public Charges	36,500.00	.00	36,500.00	104.76	.00	11,310.20	25,189.80	31	31	31,997.09
Miscellaneous Revenue	25.00	.00	25.00	.00	.00	10.00	15.00	40	40	1.00
REVENUE TOTALS	\$36,525.00	\$0.00	\$36,525.00	\$104.76	\$0.00	\$11,320.20	\$25,204.80	31%	31%	\$31,998.09
EXPENSE										
Operating Expenses	33,250.00	.00	33,250.00	1,056.75	.00	5,848.95	27,401.05	18	18	26,295.63
Outlay	60,000.00	.00	60,000.00	.00	.00	23,872.57	36,127.43	40	40	.00
EXPENSE TOTALS	\$93,250.00	\$0.00	\$93,250.00	\$1,056.75	\$0.00	\$29,721.52	\$63,528.48	32%	32%	\$26,295.63
Fund 122 - Cross County Ski Totals										
REVENUE TOTALS	36,525.00	.00	36,525.00	104.76	.00	11,320.20	25,204.80	31	31	31,998.09

4



Pa 283

Budget by Account Classification Report

Through 11/30/15
Prior Fiscal Year Activity Included
Summary Listing

Account Classification	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	Encumbrances	YTD Transactions	YTD Budget	% used/	Prior Year Total
								Rec'd	
Fund 122 - Cross County Ski Totals	93,250.00	\$0.00	93,250.00	1,056.75	\$0.00	29,721.52	63,528.48	32	26,295.62
EXPENSE TOTALS	(\$56,725.00)	\$0.00	(\$56,725.00)	(\$951.99)	\$0.00	(\$18,401.32)	(\$38,323.68)		\$5,702.46
Fund 123 - Park Land & Building Acquisition									
REVENUE									
Public Charges	18,000.00	.00	18,000.00	.00	.00	.00	18,000.00	0	.00
Miscellaneous Revenue	.00	.00	.00	.00	.00	.00	.00	+++	.00
Other Financing Sources	.00	.00	.00	.00	.00	.00	.00	+++	.00
REVENUE TOTALS	\$18,000.00	\$0.00	\$18,000.00	\$0.00	\$0.00	\$0.00	\$18,000.00	0%	\$0.00
EXPENSE									
Operating Expenses	1,000.00	.00	1,000.00	.00	.00	.00	1,000.00	0	275,000.00
Outlay	.00	.00	.00	.00	.00	.00	.00	+++	.00
EXPENSE TOTALS	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00	0%	\$275,000.00
Fund 123 - Park Land & Building Acquisition Totals	18,000.00	.00	18,000.00	.00	.00	.00	18,000.00	0	.00
EXPENSE TOTALS	1,000.00	.00	1,000.00	.00	.00	.00	1,000.00	0	275,000.00
Fund 123 - Park Land & Building Acquisition Totals	\$17,000.00	\$0.00	\$17,000.00	\$0.00	\$0.00	\$0.00	\$17,000.00	0	(\$275,000.00)
Fund 124 - Rails to Trails									
REVENUE									
Intergov Revenue	.00	91,734.00	91,734.00	.00	.00	92,733.00	(999.00)	101	14,267.00
Public Charges	85,750.00	.00	85,750.00	9,754.10	.00	86,179.02	(429.02)	101	86,883.08
Miscellaneous Revenue	500.00	.00	500.00	.00	.00	417.00	83.00	83	5,757.00
Other Financing Sources	.00	.00	.00	.00	.00	.00	.00	+++	.00
REVENUE TOTALS	\$86,250.00	\$91,734.00	\$177,984.00	\$9,754.10	\$0.00	\$179,329.02	(\$1,345.02)	101%	\$106,907.08
EXPENSE									
Operating Expenses	92,718.00	.00	92,718.00	1,145.68	.00	37,121.74	55,596.26	40	71,974.14
Outlay	.00	92,734.00	92,734.00	.00	.00	102,618.16	(9,884.16)	111	35,286.50
EXPENSE TOTALS	\$92,718.00	\$92,734.00	\$185,452.00	\$1,145.68	\$0.00	\$139,739.90	\$45,712.10	75%	\$107,260.64
Fund 124 - Rails to Trails Totals	86,250.00	91,734.00	177,984.00	9,754.10	.00	179,329.02	(1,345.02)	101	106,907.08
EXPENSE TOTALS	92,718.00	92,734.00	185,452.00	1,145.68	.00	139,739.90	45,712.10	75	107,260.64
Fund 124 - Rails to Trails Totals	(\$6,468.00)	(\$1,000.00)	(\$7,468.00)	\$8,608.42	\$0.00	\$39,589.12	(\$47,057.12)		(\$353.56)
Fund 643 - Adventure Park									
REVENUE									
Public Charges	329,302.00	1,000.00	330,302.00	420.00	.00	236,393.61	93,908.39	72	279,881.09
Miscellaneous Revenue	.00	.00	.00	.00	.00	694.84	(694.84)	+++	.00
Other Financing Sources	.00	.00	.00	.00	.00	.00	.00	+++	275,000.00
REVENUE TOTALS	\$329,302.00	\$1,000.00	\$330,302.00	\$420.00	\$0.00	\$237,088.45	\$93,213.55	72%	\$554,881.09
EXPENSE									
Personnel Costs	157,511.00	.00	157,511.00	1,035.45	.00	113,844.10	43,666.90	72	111,160.30

4



Budget by Account Classification Report

Through 11/30/15
Prior Fiscal Year Activity Included
Summary Listing

Pa 383

Account Classification
Fund 643 - Adventure Park

EXPENSE

Operating Expenses

Outlay

	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year Total
	171,791.00	1,000.00	172,791.00	14,070.08	.00	59,584.69	113,206.31	34	149,602.08
	.00	.00	.00	.00	3,300.00	.00	(3,300.00)	+++	.00
EXPENSE TOTALS	\$329,302.00	\$1,000.00	\$330,302.00	\$15,105.53	\$3,300.00	\$173,428.79	\$153,573.21	54%	\$260,762.38
Fund 643 - Adventure Park Totals									
REVENUE TOTALS	329,302.00	1,000.00	330,302.00	420.00	.00	237,088.45	93,213.55	72	554,881.09
EXPENSE TOTALS	329,302.00	1,000.00	330,302.00	15,105.53	3,300.00	173,428.79	153,573.21	54	260,762.38
Fund 643 - Adventure Park Totals	\$0.00	\$0.00	\$0.00	(\$14,685.53)	(\$3,300.00)	\$63,659.66	(\$60,359.66)		\$294,116.71
Grand Totals									
REVENUE TOTALS	590,277.00	92,734.00	683,011.00	12,119.91	.00	534,160.70	148,850.30	78	814,585.97
EXPENSE TOTALS	838,976.00	200,338.00	1,039,314.00	106,473.51	(80,950.00)	481,782.77	638,481.23	39	791,124.88
Grand Totals	(\$248,699.00)	(\$107,604.00)	(\$356,303.00)	(\$94,353.60)	\$80,950.00	\$52,377.93	(\$489,630.93)		\$23,461.09

4

PARK DEPARTMENT

Brown County



1150 BELLEVUE STREET, RM 151
GREEN BAY, WI 54302

PHONE (920) 448-4464 FAX (920)448-4054

E-MAIL KRIESE_MM@CO.BROWN.WI.US

MATTHEW M. KRIESE

ASSISTANT PARK DIRECTOR

February 4, 2016

RE: Recommendation to fund fairgrounds engineering services

To: The Education and Recreation Committee

As you are aware the 2016 budget included a segregated fund of \$300,000 for the Brown County Fairgrounds improvement.

In order to clearly define the site conditions and possible improvements it will be important that Brown County establishes an engineered plan for these future improvements.

I am recommending the Education and Recreation Committee approve contributing funding from the Fairgrounds Improvement Fund for hiring an engineer firm to provide civil engineering services for re-grading the fairgrounds lot and trail development from the fairgrounds to Ashwaubomay Memorial River Park. This service request (RFB) would follow all Brown County Purchasing procedures.

If approved, this plan will provide a design and cost estimates for the project. Once completed, the plan would be presented to the Committee for direction.

Thank you,

A handwritten signature in dark ink, appearing to read "Matthew M. Kriesie".

Matt Kriesie



BROWN COUNTY FAIR ASSOCIATION, INC.

P.O. Box 472 De Pere, WI 54115 920-336-7292
www.browncountyfair.com

January 2016

Mr. Matt Kriese, CPRP
Brown County Parks
1150 Bellevue Street, Room 151
Green Bay, WI 54302

RE: Fair Association Contribution to Fairgrounds Improvement Fund


The Executive Board of the Brown County Fair Association has approved the following contribution to the Fairgrounds Improvement Fund at the Brown County Fairgrounds. This proposal is Pending Full Association Board Approval.

The Fair Association would contribute \$70,000.00 in the year 2016, \$20,000.00 in the year 2017 and \$20,000.00 in the year 2018.

The Association will Contribute the funds contingent Brown County contributes \$300,000.00 that has been set aside for this Project.

All County related expenses, whether to the Fair Association or Contractors directly, will be pending Park Department, County Executive and County Board approval.

Sincerely,
Brown County Fair Association


Steve Corrigan, President


Dave Vande Hey, Vice President


Conrad Liebergen, Treasurer


Rachel Daul, Secretary


Gaynell Pasch, Member at Large

Adventure Park Admissions-Per Caps

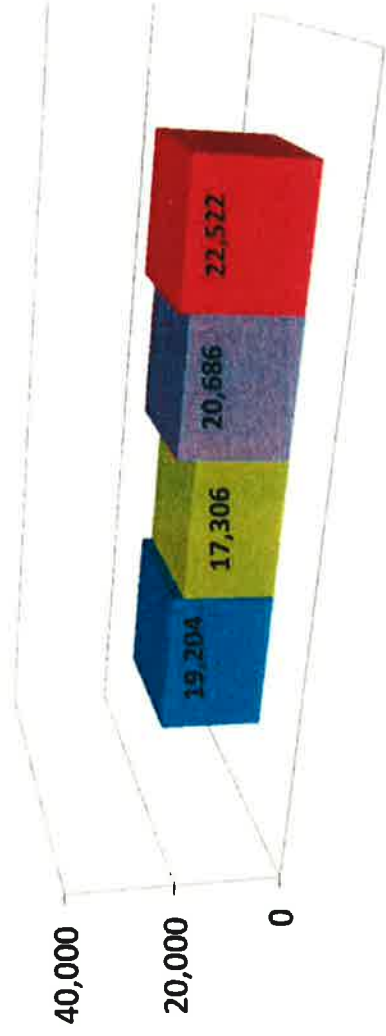
Attendance 2015

MONTH	15 Zoo Att.	15 AP Att.	14 Zoo Att.	14 AP Att.
January		-		-
February		-		-
March		-		-
April	19,957	822=4.1%		
May	32,864(1603/32864)	1603=4.8%		
June	40508(2768/40508)	2768=6.8%		
July	39492(3697/39492)	3697=9.3%	48,876	6786=13.9%
August	40248(4,236/40248)	4236=10.5%	44,059	7558=17.17%
September	20113(1827/20313)	1827=8.9%	15,294	1887=12.3%
October	24204(798/24204)	798=3.2%	23,229	1648=7%
November	3226(16/3226)	16=.4%	1,521	119=7.8%
December	1700(22/1700)	22=.012%	439	6=1.3%
TOTAL		15,789		18,004

	2015	2015	2014	2014
		PER		PER
	\$Admission\$	CAP	\$Admission\$	CAP
MONTH				
January				
February				
March				
April	\$12,837.00	\$15.60		
May	\$23,273.00	\$14.54	\$23,296.00	
June	\$40,630.00	\$14.67	\$45,923.00	\$11.70
July	\$53,532.00	\$14.48	\$73,600.00	\$10.93
August	\$63,005.00	\$14.87	\$84,323.00	\$11.14
September	\$21,313.00	\$11.66	\$21,072.00	\$11.20
October	\$11,177.00	\$14.00	\$19,270.00	\$11.69
November	\$370.00	\$23.12	\$1,129.00	\$9.48
December	\$274.00	\$12.45	\$60.00	\$10.00
TOTAL	\$226,411.00	\$135.39	\$268,673.00	\$76.14

BROWN COUNTY PARK USAGE - ATTENDANCE SUMMARY

<u>Park Location</u>	<u>December 2012</u>	<u>December 2013</u>	<u>December 2014</u>	<u>December 2015</u>
Adventure Park	0	0	6	22
Barkhausen	4377	3871	6,995	7,807
Bay Shore Park	714	431	269	368
Brown County Park / Dog Park	1240	1073	1053	1107
Fairgrounds	1430	732	1562	1375
Fonferek's Glen	532	162	779	676
Fox River Trail	2050	2324	2320	1947
Lily Lake	1310	1645	1820	1090
Mountain-Bay Trail	1847	1644	1250	1041
Neshota Park	1787	1691	1624	560
Pamperin Park	1684	1603	2090	3955
Reforestation Camp	2057	1915	750	1707
Suamico Boat Launch	69	16	13	0
Way-Morr Park	0	0	0	0
Wequiock Falls	107	199	155	867
Wrightstown Park	0	0	0	0
Yearly Grand Totals	19,204	17,306	20,686	22,522



■ December 2012
 ■ December 2013
 ■ December 2014
 ■ December 2015

2015 BROWN COUNTY PARK - ATTENDANCE SUMMARY

<i>Adventure Park</i>	<i>Monthly Totals:</i>	15,068
<i>Barkhausen</i>	<i>Monthly Totals:</i>	104,979
<i>Bay Shore Park</i>	<i>Monthly Totals:</i>	91,148
<i>Brown County Park / Dog Park</i>	<i>Monthly Totals:</i>	26,142
<i>Fairgrounds</i>	<i>Monthly Totals:</i>	94,815
<i>Fonferek's Glen</i>	<i>Monthly Totals:</i>	15,977
<i>Fox River Trail</i>	<i>Monthly Totals:</i>	114,913
<i>Lily Lake</i>	<i>Monthly Totals:</i>	29,167
<i>Mountain-Bay Trail</i>	<i>Monthly Totals:</i>	20,386
<i>Neshota Park</i>		
<i>Pamperin Park</i>	<i>Monthly Totals:</i>	167,668
<i>Reforestation Camp</i>	<i>Monthly Totals:</i>	123,997
<i>Suamico Boat Launch</i>	<i>Monthly Totals:</i>	37,483
<i>Way-Morr Park</i>	<i>Monthly Totals:</i>	19,275
<i>Wequiock Falls</i>	<i>Monthly Totals:</i>	16,192
<i>Wrightstown Park</i>	<i>Monthly Totals:</i>	22,418
		914,207

FIELD STAFF REPORT PARK DEPARTMENT DECEMBER 2015

Marvin Hanson—East Side Manager

Fairgrounds

- Cleaning, Park Security, Park Inventory
- Process Maintenance Work Orders
- Plow as needed

Neshota Park

- Cleaning, Security Checks and Park Inventory
- Weekly Trail system inspections
- Friends of Neshota Park Meeting
- Groom ski trails and sledding hill
- Plow and clean walk ways as needed
- In the process of cutting a new snowshoe trail

Way-Morr Park

- Security Checks and Park inventory
- Process work orders and Playground Inspection

Lily Lake

- Cleaning, Security Checks and Park Inventory
- Process Work Orders
- Plow as needed

Wrightstown Park

- Cleaning, Security Checks and Park Inventory

Fonferek Glen

- Litter pick-up, Security Checks and Park Inventory
- Process work orders— sign inspections & Inspection of Boundary Signs.

Bay Shore Park

- Cleaning, Park Security, Park Inventory
- Winterizing of water system complete
- Process Maintenance Work Orders
- Fall grounds clean up--Removed leaves from campground and picnic areas also used work release crew to help with project.
- Repaired two water gates in campground

Wequiock Falls Park

- Cleaning, Park Security, Park Inventory
- Process Maintenance Work Orders



FIELD STAFF REPORT PARK DEPARTMENT DECEMBER 2015



Rick Ledvina West Side Supervisor

Barkhausen Waterfowl Preserve

- Had our Build a Bird Feeder Program and Ornament Workshop, both of which were very well attended. Looking to continue these programs next winter.
- Jena Winter, our Park Educator for the last 4 years, left Barkhausen as she moved out of town. She was a great staff member and park visitors and staff miss her already!
- Staff worked on trail repairs after the rain, trail trimming, and preparing the park and equipment for the winter season.
- Staff groomed and plowed after the big snowfall and got the cross country ski trails open and in good condition. Lots of visitors took advantage of the snow and good weather the last week of the month.
- Suamico was shut down until spring.

Brown County Park

- The fence line was monitored and repaired as needed. Every year new holes form and have to be filled and fence repaired.
- We had a lot of rain and wind that created several downed trees that were removed and the snow at the end of the month gave us a chance to shovel out the gates for the users.
- December was a very busy month since its been so nice.

Pamperin Park

- Several days of leaf blowing occurred at Bay Shore and the grounds have been prepared for spring.
- The weather has been very nice and photography has been a mainstay for attendance at the park.
- We were able to refinish the floors in the Pavilion and had high attendance for the mild winter.
- The Rangers were busy sticking to a set project list and it seemed to go very good for all park users.

Vande Hei Property

- Completed security checks of the facility on a regular basis to maintain the integrity of the park. Tree stands were removed as needed.
- No issues with hunting.

Fox River Trail - Mountain Bay Trail

- We spent several days cutting back the trail sides to maintain our grade on the trail. We continue to repair the trail as needed.
- We had several days of removing wind damage trees along the trail. The weekly inspections continue and everything looks good.
- St. Francis was shut down for the winter and everything is now finally snow covered but we still have steady use on the trails.

FIELD STAFF EPORT PARK DEPARTMENT DECEMBER 2015



Curt Hall

Reforestation Camp

Operations:

- Interviewed and hired new RFC Park Ranger Clayton Garrett. Clayton comes to us with experience in Airplane Mechanics, Construction/Carpentry, Bike Mechanic and most recently Owned and Operated his own Climbing Gym and Slack line facility in New Zealand. Clayton is not the traditional Park Ranger but will be a great asset to the site by most importantly bringing versatility by being able to do all of the Ranger maintenance duties as well as step into the Adventure Park Manager role by utilizing his extensive business operations, point of sale, marketing experience, staff training and supervision experience.
- Served as onsite coordinator for Project Illumination. Worked with Brown County Highway (completed final grading) Beacon Electric, NWTC and Bay Nordic to coordinate all site and building access, material mobilization as well as ensure onsite safety and trail closure press releases and signage was in place.
- Assisted with trail grading throughout Project Illumination.
- Attended monthly wellness committee meeting.
- Maintained Marandol Preserve. Placed two wreath at preserve for holiday season.
- Performed park grounds and trail maintenance including; Changing trail head signs, preparing for snow removal.
- Completed monthly work orders.
- Covered facility rental schedule as needed.
- Coordinated multiple volunteer projects throughout bike, horse and ski trail system.
- Patrolled site trail system. With warm and wet beginning to winter the trails required extensive attention to ensure trail users stayed off of closed trail sections.

“Friends” Group:

- Coordinated a few work days with volunteers conducting ski, horse and bike trail work. Projects are:
 - Hosted horse trail clean up day on Dec. 5th. 10 horse trail volunteers attended and completed pruning of 30% of shared horse/snowmobile trail in preparation for snow mobile season.
 - Continued development of volunteer grooming program.

Adventure Park

Operations:

- Hosted 1 Special Event in conjunction with Holiday Fest at the Zoo.
- Hosted 1 Special Group Programs in Nov. through reservations.
- Attended “Business Oversight Committee” meetings. Onsite committee developed to ensure cash handling and business related items are being completed according to policy.

Future Program Opportunities:

- Developed and posted RFQ for Bike and Ski Rental vendors to develop a bike/ski rental program onsite.
- Mark Manske (Marketing Consultant) and Neil Anderson meet with UW-Oshkosh to pitch new marketing plan as a class project.

February 17, 2016

TO THE HONORABLE CHAIRMAN AND MEMBERS
OF THE BROWN COUNTY BOARD OF SUPERVISORS

Ladies and Gentlemen:

Resolution for International Migratory Bird Day

WHEREAS, migratory birds are some of the most beautiful and easily observed wildlife that share our communities; and

WHEREAS, many citizens recognize and welcome migratory songbirds as symbolic harbingers of spring; and

WHEREAS, these migrant species also play an important economic role in our community, controlling insect pests and generating millions in recreational dollars statewide; and

WHEREAS, migratory birds and their habitats are declining throughout the Americas, facing a growing number of threats on their migration routes and in both their summer and winter homes; and

WHEREAS, public awareness and concern are crucial components of migratory bird conservation; and

WHEREAS, citizens enthusiastic about birds, informed about the threats they face, and empowered to help address those threats can directly contribute to maintaining healthy bird populations; and

WHEREAS, since 1993 International Migratory Bird Day (IMBD) has become a primary vehicle for focusing public attention on the nearly 350 species that travel between nesting habitats in our communities and throughout North America and their wintering grounds in South and Central America, Mexico, the Caribbean, and the southern U.S.; and

WHEREAS, while International Migratory Bird Day officially is held each year on the second Saturday in May, its observance is not limited to a single day, and the Brown County Park Department will schedule activities on the dates best suited to the presence of both migrants and celebrants.

NOW, THEREFORE, BE IT RESOLVED by the Brown County Board of Supervisors that it hereby proclaims May, 2016 as a time to celebrate International Migratory Bird Day in Brown County, Wisconsin and urges all citizens to celebrate this observance and to support efforts to protect and conserve migratory birds and their habitats in our community and the world at large.

Respectfully submitted,

EDUCATION AND RECREATION
COMMITTEE

Approved by:

COUNTY EXECUTIVE

Date Signed: _____

Authored by Zoo & Park Management
Approved as to form by Corporation Counsel

Fiscal Note: This resolution does not require an appropriation from the General Fund. The \$100.00 renewal fee was approved in the Parks Department 2016 Budget.

PARK MANAGEMENT

Brown County



1150 BELLEVUE STREET, RM 151
GREEN BAY, WI 54302

PHONE (920) 448-4464 FAX (920) 448-4054

E-MAIL KRIESE_MM@CO.BROWN.WI.US

MATTHEW M. KRIESE

ASSISTANT PARK DIRECTOR

RESOLUTION/ORDINANCE SUBMISSION TO COUNTY BOARD

DATE: 01/20/2016
REQUEST TO: Education & Recreation Committee
MEETING DATE: February 4, 2016
REQUEST FROM: Matt Kriese, Assist. Park Director

REQUEST TYPE: ☒ New resolution ☐ Revision to resolution
☐ New ordinance ☐ Revision to ordinance

TITLE: International Migratory Bird Day Recognition

ISSUE/BACKGROUND INFORMATION:

Brown County is currently recognized as a Bird City/County. This official resolution is necessary to continue Brown County's designation as a Bird City in 2016. Continuing our recognition proves that Brown County has a vested interest in our natural resources, supports the economy as more than \$32 billion is spent on birding annually in the nation, and assists with future grants related to our parks.

ACTION REQUESTED:

Approval/Enacting the provided resolution

FISCAL IMPACT:

NOTE: This fiscal impact portion is initially completed by requestor, but verified by the DOA and updated if necessary.

Is there a fiscal impact? ☒ Yes ☐ No

If yes, what is the amount of the impact? \$100.00 renewal fee

If part of a bigger project, what is the total amount of the project? \$ _____

Is it currently budgeted? ☒ Yes ☐ No

If yes, in which account? _____

If no, how will the impact be funded? _____

x COPY OF RESOLUTION OR ORDINANCE IS ATTACHED

8

March 16, 2016

TO THE HONORABLE CHAIRMAN AND MEMBERS
OF THE BROWN COUNTY BOARD OF SUPERVISORS

Ladies and Gentlemen:

**RESOLUTION EXTENDING THE BROWN COUNTY PARK AND OUTDOOR
RECREATION PLAN FOR THREE ADDITIONAL YEARS**

WHEREAS, the Brown County Board of Supervisors adopted the current Brown County Open Space and Outdoor Recreation plan on August 20, 2008; and

WHEREAS, the Brown County Park and Outdoor Recreation Plan 2008-2013 encompasses a general outline and plan for the recreational development of Brown County; and

WHEREAS, county adoption of a current open space and recreation plan is required for Brown County to remain eligible for cost-sharing aid programs administered through the State of Wisconsin; and

WHEREAS, in 2016, Brown County will be developing an updated five year Comprehensive Outdoor Recreation Plan (CORP) which will be completed by December 31, 2016; and

WHEREAS, the Parks Department is hereby recommending that a three year extension of the current plan be adopted while the new plan is being drafted.

NOW, THEREFORE, BE IT RESOLVED, that the Brown County Board of Supervisors adopt the current Comprehensive Outdoor Recreational Plan through 2016 until a new plan is brought forward.

Respectfully submitted,

**EDUCATION & RECREATION
COMMITTEE**

Approved by: Corporation Counsel's Office

COUNTY EXECUTIVE

Date Signed: _____

Authored by: Parks Department

Fiscal Note: This Resolution does not have a fiscal impact and therefore does not require an appropriation from the General Fund.

BOARD OF SUPERVISORS ROLL CALL # _____

Motion made by Supervisor _____

Seconded by Supervisor _____

SUPERVISORS	DIST. #	AYES	NAYS	ABSTAIN	EXCUSED
SIEBER	1				
DE WANE	2				
NICHOLSON	3				
HOYER	4				
HOPP	5				
HAEFS	6				
ERICKSON	7				
ZIMA	8				
EVANS	9				
VANDER LEESE	10				
BUCKLEY	11				
LANDWEHR	12				
DANTINNE, JR	13				

SUPERVISORS	DIST. #	AYES	NAYS	ABSTAIN	EXCUSED
LA VIOLETTE	14				
KATERS	15				
KASTER	16				
VAN DYCK	17				
JAMIR	18				
ROBINSON	19				
CLANCY	20				
CAMPBELL	21				
MOYNIHAN, JR.	22				
STEFFEN	23				
CARPENTER	24				
LUND	25				
FEWELL	26				

Total Votes Cast _____

Motion: Adopted _____ Defeated _____ Tabled _____

PARK DEPARTMENT
Brown County



1150 BELLEVUE STREET, RM 151
GREEN BAY, WI 54302

MATTHEW M. KRIESE

PHONE (920) 448-4464 FAX (920) 448-4054

ASSISTANT PARK DIRECTOR

E-MAIL KRIESE_MM@CO.BROWN.WI.US

RESOLUTION/ORDINANCE SUBMISSION TO COUNTY BOARD

DATE: January 11th 2016
REQUEST TO: Education and Recreation
MEETING DATE: February 4th 2016
REQUEST FROM: Matt Kriese
Asst. Park Director

REQUEST TYPE: ☒ New resolution ☐ Revision to resolution
☐ New ordinance ☐ Revision to ordinance

TITLE: Resolution Extending the Brown County Park and Outdoor Recreation Plan (2008-2013)
for Three Additional Years

ISSUE/BACKGROUND INFORMATION:

The park department is required to create a Comprehensive Outdoor Recreation Plan (CORP) as a guiding document for the department on a five year basis. By extending this plan the park department remains eligible for grant programs through the State of Wisconsin. Existing plans can be extended via resolution. Our current plan remains relevant and a new CORP will be completed by December 31, 2016.

ACTION REQUESTED:

To approve this extension of the Park Department's Comprehensive Outdoor Recreation Plan

FISCAL IMPACT:

NOTE: This fiscal impact portion is initially completed by requestor, but verified by the DOA and updated if necessary.

1. Is there a fiscal impact? ☐ Yes ☒ No

If yes, what is the amount of the impact? \$____0____

If part of a bigger project, what is the total amount of the project? \$_____

a. Is it currently budgeted? ☐ Yes ☐ No

1. If yes, in which account? _____

2. If no, how will the impact be funded? _____

☐ **COPY OF RESOLUTION OR ORDINANCE IS ATTACHED**

Park Department Assistant Director's Report



General :

- The new Comprehensive Outdoor and Recreation Plan is in progress (CORP). This plan will provide direction for the department in the next five years as well as establish a park and recreational vision for future generations.
- A winter project list and project crew was created last year in an effort to minimize duplication and enhance efficiencies. Staff members on the crew have been able to accomplish: Bay Shore leaf collection, ski trail trimming, log cabin build and hazard tree identification and removal is in progress.
- The updated point of sale system (RecTrac) will be installed in February, with staff training to follow.
- Building rentals continue to be popular at Pamperin and the Reforestation Camp.
- Ski trails have been open since the late December snow and conditions are good.
- New for 2016, the all-inclusive Fitness Pass has been popular among recreational enthusiasts.
-

Barkhausen:

- The interpretive cabin is complete. It will be utilized for environmental education programming and scout programs.



A picture from Inside the rustic log cabin.

- Discussions with WPS have continued in regard to an EPA settlement for land acquisition and habitat restoration at the park. Once final terms are met we will provide the committee with an update.
- Staff will be presenting at the Wisconsin Wetlands Conference in Green Bay in February.

Fox River State Trail:

- Discussions with the Village of Allouez regarding winter trail clearing are in progress. They are interested in possibly clearing the trail at the village's expense. This will come before the committee for approval in the near future.

Neshota:

- Snowshoe trail has been added to the property

Reforestation Camp:

- Lighting of 2.5 miles of trail has been completed. Use has increased even with marginal snow cover.
- Ski trail grooming is completed four times per week.
- The Friends group is becoming more involved with the grooming of the ski trails and the fat bike trail.
- The fat bike trail has attracted visitors from the Minocqua and Madison areas. The sport is growing and we are proud to be a part of it!



Illuminating the night at the Reforestation Camp

Note: This is a **RFP** 'Draft ONLY Version' of the
Project for Review and Approval.
Project may or may not be published.

Request for Proposal (RFP)

For

Brown County

**NEW Zoo & Adventure Park Strategic Master
Planning**

Project # 2029



***Publish Date:* February 24, 2016**

***Response Deadline:* March 17, 2016**

3:00 PM

CST

To:

Brown County Purchasing Department

305 E. Walnut Street, PO Box 23600, Green Bay, WI 54305-3600

Table of Contents

NEW ZOO & ADVENTURE PARK STRATEGIC MASTER PLANNING Project # 2029.....	2
RFP PROJECT DETAILS	4
1. General	4
2. RFP Tentative Project Timeline.....	4
3. Non-Mandatory Pre-Proposal Site Visit: March 3, 2016 at 9:30 AM.....	4
4. RFP Questions Due: March 8, 2016 at 3:00 PM.....	4
5. RFP Questions & Answers Publish Date: March 11, 2016 at 3:00 PM.....	4
6. RFP Due Date & Delivery Address Details: March 17, 2016 at 3:00 PM.....	5
7. RFP Format & Submission Requirement.....	5
8. Performance or Applicable Payment Bonds.....	6
9. RFP Method of Payment.....	6
10. Financial Verification	6
11. "Piggyback" Clause	6
12. Other.....	6
13. RFP Attachments	7
ATTACHMENT A: RFP SCOPE OF WORK & SPECIFICATIONS.....	8
ATTACHMENT B: RFP SCORING.....	8
ATTACHMENT C: RFP COST SHEET	13
ATTACHMENT D: RFP REFERENCE DATA SHEET	14
ATTACHMENT E: RFP DESIGNATION OF CONFIDENTIAL & PROPRIETARY INFORMATION	16
ATTACHMENT F: RFP ADDENDUM(S) ACKNOWLEDGEMENT.....	17
ATTACHMENT G: RFP APPEALS	18
ATTACHMENT H: CONTRACT INSURANCE REQUIREMENTS.....	19
ATTACHMENT I: PROFESSIONAL CONTRACT FOR SERVICE TEMPLATE	21
SIGNATURE PAGE	31

RFP PROJECT DETAILS

1. General

It is the intent of Brown County to contract with a contractor/vendor, hereafter referred to as the "Contractor" to develop Strategic Master Planning for the NEW Zoo & Adventure Park. All contractors are responsible for any addendums issued for this project. When an open project is posted on the Onvia website, Addendum notifications will automatically be sent if potential vendors are registered on the Onvia website. No notification will be sent when addendums are published to the Brown County website.

2. RFP Tentative Project Timeline

Please Note: These dates are for planning purposes. They represent the County's desired timeline for implementing this project. Any revision to the Due Date for submission of project will be made by addendum. All other dates may be adjusted without notice, as needs and circumstances dictate

	Date	Time (CST)
Standing Committee: Recommended for Approval by Ed & Rec Committee	February 4, 2016	
County Board Approval to Publish RFP	February 17, 2016	
RFP Published	February 24, 2016	
RFP Non-Mandatory Site Visit	March 3, 2016	9:30 AM
RFP Questions Due, Post Site Visit	March 8, 2016	3:00 PM
RFP Questions & Answers Published	March 11, 2016	3:00 PM
RFP Responses Due from Vendors	March 17, 2015	3:00 PM
Preliminary RFP Review to address potential budget issues	March 21, 2016	3:00 PM
Selection Team Kickoff Meeting	March 23, 2016	
Preliminary Scoring Meeting from proposal review	April 4, 2016	
Interview / Reference Checks, if Required by	April 15, 2016	
Consensus Scoring Meeting	April 18, 2016	
Send out Thank You & Intent to Award Letters by	April 20, 2016	
Contract Negotiations / Complete Contract Signing by	May 6, 2016	

3. RFP Non-Mandatory Site Visit: Month 3, 2016 at 9:30 AM

Site visits are mandatory based on the date & time listed in the Tentative Project Time Line above	
Potential Vendors meet:	Visitor entrance to the NEW Zoo located at 4378 Reforestation Rd., Suamico, WI 54313
Site Visit conducted by:	Neil Anderson
Site Visit contact phone number for questions:	(920) 662-2401

4. RFP Questions Due: March 8, 2016 at 3:00 PM

Questions-All questions related to this project must be in writing and received by the Brown County Purchasing Department, no later than the due date.

- Questions can be delivered via e-mail to: bc_administration_purchasing@co.brown.wi.us
- Questions MUST be clearly marked in the subject line: "Questions for Project # 2029"

5. RFP Questions & Answers Publish Date: March 11, 2016 at 3:00 PM

Answers - If any questions are received; answers to all written questions will be issued in the form of an addendum.

- Answers will be published on the Brown County website at: www.co.brown.wi.us > Departments > Purchasing > Open Projects
- AND on the Demand Star Onvia website at: http://onviacenter.com/content/demandstar_subscriptions

It is the responsibility of all interested vendors to access the web site(s) for project information. Calls for assistance with the web site can be made to (920) 448-4040.

6. **RFP Due Date & Delivery Address Details: March 17, 2016 at 3:00 PM**

Responses are due to Brown County Purchasing no later than the Due Date.

Prospective vendors can submit proposals electronically, hand deliver or by mail via DHL, FedEx, UPS, USPS, etc as outlined below:

Emailed proposal must include the following items:

- Be clearly marked in the subject line with perspective project #2029.
- Include 2 separate electronic files:
 - One file named proposal to include proposal excluding any pricing details.
 - The other file named 'pricing' and includes the completed *Attachment C: RFP Cost Sheet*.
- Be received, dated & time stamped by the due date and received at the following address:
 - Bc_Administration_Purchasing@co.brown.wi.us
 - A courtesy email response will be generated after receipt of all proposals.
- Email proposals also require that 5 paper copies be sent separately excluding the pricing details that are provided to the scoring team. Delivery address is provided below:

Hand delivered or mailed proposal must include the following items:

- Be clearly marked with project #2029 on the outside of the sealed envelope in the lower left hand corner.
- Be in 2 separate Sealed envelopes as follows:
 - One envelope to include proposal excluding pricing details.
 - The other envelope labeled 'pricing' and includes the completed *Attachment C: RFP Cost Sheet*.
- Along with the proposal include a CD or flash drive copy to include 2 files as follows:
 - One file named proposal to include proposal excluding pricing details.
 - The other file named 'pricing' and includes the completed *Attachment C: RFP Cost Sheet*.
- Be received, dated & time stamped by the due date and received at the following address:

Delivery Address for DHL, FedEx, Hand Delivery, Mail, UPS, USPS, etc.
Brown County Clerk Project 2029 305 E. Walnut St. Room 120 Green Bay, WI 54305-3600

Note: It shall be the responsibility of the sender to ensure proposals arrive by the required due date and time. Any information received after the due date and time will be rejected. When hand delivering project; prospective vendors are encouraged to verify the time on the atomic clock as this is the official time used for the receiving of all information. Time discrepancies between wall clocks, watches, cell phones, etc. will not be honored. Please make sure the outside package is clearly labeled with the project number and description of the project when mailing proposals via a 3rd party delivery service. This ensures the proposal can be applied to the appropriate project.

7. **RFP Format & Submission Requirement**

Any deviation from these requirements may result in the document submission to be considered non-responsive, thus eliminating the vendor from consideration. The document submission shall include the following attachments:

- **RFP SCOPE OF WORK & SPECIFICATIONS (Attachment A)** - Provide specific procedures and explanations to each requirement in your document submission.
- **RFP COST SHEET (Attachment C)** - Provide attachment listing your price with your document submission in a separate sealed envelope or separate file if submitted via email.

- **RFP REFERENCE DATA SHEET (Attachment D)** – Provide attachment with three (3) to five (5) references with your document submission.
- **RFP DESIGNATION OF CONFIDENTIAL & PROPRIETARY INFORMATION (Attachment E)** – Provide attachment if any of part of your proposal includes proprietary and confidential information which qualifies as a trade secret, as provided in s. 19.36(5) Wis. Stats., or is otherwise material that can be kept confidential under the Wisconsin Open Records Law. Prices always become public information when quotes/bids/proposals are opened, and therefore cannot be kept confidential.
- **RFP ADDENDUM(S) ACKNOWLEDGEMENT (Attachment F)** - If Addendum(s) exist for this project, please sign and date the attachment and provide with your document submission.

8. Performance or Applicable Payment Bonds

Bonds are not required for this project.

9. RFP Method of Payment

One of two methods:

1. **For Projects That Are To Be Completed Within 60 Days:** Payment is net 30 days from completion and approval of project.
2. **For All Other Projects:** Partial payment may be made. The retainage shall be an amount equal to not more than 5% of the cost until 50% of the work has been completed. At 50% completion, no additional amounts shall be retained and partial payments shall be made in full to the contractor unless the architect or engineer certifies that the job is not proceeding satisfactorily. At 50% completion or any time thereafter when the progress of the work is not satisfactory, additional amounts may be retained but in no event shall the total retainage be more than 10% of the value of the work completed. Upon substantial completion of the work, an amount retained may be paid to the contractor.

Payment Terms: Payments may apply as noted in Wisconsin Statute 66.0135. If milestone payments are appropriate they will be defined in the contract. Vendors are strongly encouraged to accept P-Card payments.

10. Financial Verification

Vendor verification prior to award: Vendor's financial solvency may be verified through financial background checks via Dun & Bradstreet or other means (i.e. Wisconsin Circuit Court Access, UCC) prior to contract award. Brown County reserves the right to reject RFBs/RFQs/RFPs based on information obtained through these background checks if it's deemed to be in the best interest of the County.

11. "Piggyback" Clause

Common purchasing practices in government include cooperative or "piggyback" purchasing among various units of government or municipalities. This contract will be extended, with the authorization of the vendor, to other units of government or municipalities at the same prices and/or discounts and terms and conditions. If another unit of government or municipality decides to use this contract, the vendor must deal directly with the respective unit of government or municipality concerning the placement of orders, issuance of the purchase orders, contractual disputes, invoicing and payment. Brown County acts only as the "Contracting Agent" for those public agencies.

12. Other

1. **Cancelled Project Records:** Brown County reserves the right to not disclose records of cancelled project to ensure open and fair competition of future solicitations.
2. **Laws:** All services shall conform to all applicable industry, Federal, State and Local Laws, Codes, Ordinances, OSHA requirements and Standards.
3. **License:** Vendors performing work are required to have a Contractor's License for the state for which the work is to be done. All applicable Licenses for any contractors must be current on the day of Contract execution and throughout the length of the project.
4. **Project Manager:** Vendor shall provide a Project Manager who will act as a single point of contact for Brown County.
5. **Rejection of Document Submission:** Brown County reserves the right to accept or reject any or all submissions and to waive any informality in the document.
6. **Taxes:** Brown County and its departments are exempt from payment of all federal, Wisconsin and local taxes on its purchases except Wisconsin excise taxes.

12

13. RFP Attachments

- A. RFP Scope of Work, Specifications / Drawings:** Contractor must adhere to specifications/drawings for this project.
- B. RFP Scoring**
- C. RFP Cost Sheet**
- D. RFP Reference Data Sheet**
- E. RFP Designation of Confidential & Proprietary Information**
- F. RFP Addendum(s) Acknowledgement:** Brown County reserves the right to make changes to this project. Any changes in the scope of work shall be mutually agreed upon by the Contractor and the County.
- G. RFP Appeals**
- H. Contract Insurance Requirements**
- I. Professional Contract for Service TEMPLATE:** Contractors submitting documents must review the Professional Contract for Service TEMPLATE. Sections that may be of concern must be identified and an explanation for the objection must be provided with the Vendor document submission. If no objections are raised it shall be expected that the contractor agrees to the terms and conditions as stated.

ATTACHMENT A: RFP SCOPE OF WORK, SPECIFICATIONS & REQUIREMENTS

(Potential vendors are expected to perform the following service in order to submit documents and to be awarded a contract.) Please provide specific procedures and explanations to each requirement in your submitted documents.

REQUEST FOR SERVICES FROM ZOO STRATEGIC and MASTER PLANNING CONSULTANTS

The Northeastern Wisconsin Zoo & Adventure Park (Zoo) is seeking to work with a team of qualified consultants that is interested in conducting a strategic and master planning process and developing a strategic and master plan for the Zoo.

The Zoo is interested in engaging a qualified team to perform the following:

- 1) a new 5 year strategic plan including a comprehensive review and assessment of the Zoo's performance in fulfilling its mission and overall goals and how it's performance compares to its local competition and the industry. The strategic plan should be designed to strengthen the organization in the near future and beyond in the areas of mission fulfillment, revenue production and spending, staffing structure and efficiency and governance.
- 2) a new facility master plan with architectural renderings including an assessment of existing exhibits, facilities and landscaping which includes the County property surrounding the Zoo that includes the Adventure Park and Reforestation Camp. The master plan should include a timetable and estimated costs for projects to be completed over the next 10 years; however, the plan should also offer recommendations for continued improvements that are in line with the Zoo's mission and goals for the next 20 years.

Purpose

The purpose of this RFP is to retain the services of a team of professional consultants with expertise in zoo management that is committed to providing a high level of knowledge, dedication, and experience to conduct a strategic and master planning process for the NEW Zoo & Adventure Park (Zoo). The Zoo is seeking to determine the viability of becoming a regional destination. The planning process should provide an honest assessment of the feasibility of this goal and comprehensive plans, timelines and budgets to achieve this goal.

The consultant team will be required to evaluate the financial, operational, and capital improvement goals of the zoo. The team must also facilitate obtaining input from the various stakeholders identified by the Zoo and conduct work sessions with a planning team to develop short-, mid-, and long-term strategies for meeting the Zoo's goals for growth, community service, financial sustainability and capital improvements. The outcome will be:

- a) a strategic plan that clearly delineates strategies to achieve the Zoo's goals, a recommended action plan and an implementation schedule with anticipated benchmarks; and
- b) a facility master plan for the physical plant and services, animal collection and guest services that supports the strategic plan with a timeline and recommended budget for implementation.

Objectives

The Zoo Director and staff have established the following objectives for this contract. These objectives should be the guiding principles for the consultant in its approach to this engagement.

1. Review and update the mission and vision of the Zoo
2. Develop an organizational and financial profile of the Zoo
3. Facilitate stakeholder input and involvement in the strategic and master planning process
4. Develop a set of strategic goals, objectives, and strategies to guide the organization's growth over the next several years
5. Develop a strategic capital investment plan for the implementation of the Zoo's master plan.
6. Review pricing for admissions and membership and recommend best practices to optimize income.
7. Develop strategies, tactics, timeline and phasing to implement the strategic and master plans
8. Identify the Opportunities and Risks of any Proposed New Zoo Governance Models

Scope of Services

The consultant shall provide the following services at a minimum:

- 1) Develop, implement, and facilitate an effective strategic planning process with the Zoo's planning team delineating the various tasks, identifying responsibilities, developing a methodology for engaging stakeholders and achieving consensus and establishing a sequence of events and a schedule.
- 2) Conduct interviews with stakeholders, including, staff, volunteer, County staff and elected officials, Zoo Society, zoo patrons, and community leaders. The consultant should employ various techniques such as one-on-one interviews, community wide surveys, public focus groups, social media engagement and establishing advisory groups.
- 3) Work with Zoo staff to obtain salient local trends and demographics.
- 4) Identify salient best practices from zoos, aquariums, or museum with similar demographics and seasonal markets and assess the appropriateness of those practices for the Zoo's operation and expansion.
- 5) Develop a strategic plan with short-, mid-, and long-term actions to achieve the overall goals of the zoo for market advancement, physical improvement and growth. The plan shall include definitive strategies, sequence of actions, timeframes, and budget models. The plan must also include a capital investment strategy, a fund raising strategy and pricing structure recommendation.
- 6) Develop alternative or modified strategies for the overall business plan.
- 7) Review recommendations and proposed plan with Zoo Director and related staff to achieve consensus.
- 8) Prepare and submit a final plan that details the consensus strategies and accepted recommendations. Plans should include an overall business development plan and a capital investment plan.
- 9) Review and analyze undeveloped property and developed portions to include traffic and circulation; parking and entrance areas; new and existing exhibits and related facilities to include visitor services facilities; service systems; administration and operational facilities; site characteristics; and existing site vegetation.
- 10) Prepare preliminary conceptual master plan recommendations to include visual character of the exhibits; improvement to existing exhibits/facilities, new expanded exhibit/facilities, visitor service facilities, pedestrian circulation pathway, administration and service facilities, and utility system expansion.
- 11) Prepare conceptual plans and renderings, development phasing, and estimation of facility costs. Facility includes entire site, Zoo, Adventure Park & Reforestation Camp property.
- 12) Prepare final document and executive summary and present to Zoo leadership. The plan should consist of an outline of facilities and exhibits, amount of acreage and projected costs. It must be divided into phases by reasonable priority with a timetable.
- 13) The new master plan needs to incorporate, among other recommended improvements, an expanded veterinary care facility just recently completed, additional classroom/learning space, additional administrative space, and recommendations for food service/guest services locations and recommended changes to admission gate.
- 14) To meet long-term goals of providing a first-rate zoological facility and quality visitor experience, the plan should outline the creation of new animal exhibits and related developments within naturalistic environments, offering innovative, interactive, and fun educational, horticultural, recreational, and conservation activities.

- 15) To provide a general concept layout of the entire site which includes the NEW Zoo & Adventure Park and the Reforestation Camp property. Identifying current recreational opportunities and trails to potential new opportunities (example: Overnight camping, etc.)

Qualifications

The consultant team chosen to provide consulting services to the Zoo for the purposes of developing a strategic and Master plan for the Zoo shall demonstrate the team's ability to:

- 1) oversee the development and implementation of a comprehensive strategic and master plan for zoos and/or aquariums
- 2) lead a planning committee with members from both the public and private sector
- 3) encourage productive dialogue with stakeholder groups in order to gather qualified input and information
- 4) develop methods for gathering appropriate input from the public
- 5) analyze financial data and business plan models and their associated risks and rewards
- 6) develop financial plans for zoos and/or aquariums
- 7) develop staffing and operational support plans for zoos and aquariums
- 8) develop capital investment plans for expansion and upgrade of organization facilities
- 9) develop live animal collection plans
- 10) develop public/private partnership models for zoos and aquariums
- 11) develop a new governance model for a zoo or aquarium

Submissions shall include the following information

- **Cover Letter:** Provide a cover letter from the person authorized to submit the proposal. Provide a brief introduction of your proposal; identify the contact person and the contact information.
- **Firm Profile(s):** Provide a brief description of each firm on the team, its size, location, age, and special expertise and other information that provides an accurate overview of each firm. Identify any sub-consultants that will be used.
- **Experience and team work:** Provide a list of consulting engagements similar to that which is described in the RFP successfully completed by a) each team member independently, and b) by the proposed team. Demonstrate the team's competence to complete the requirements.
- **References:** Provide a list of three references for consulting engagements conducted in the last three years that are similar to this engagement performed for zoos, aquariums, or museums, preferably institutions with an AZA accreditation.
- **Staff & Organization:** Provide a list of the key staff who will be assigned to this engagement and identify the role of each. Include a resume for each person.
- **Methodology:** Provide a clear description of the approach and methodology your firm anticipates using to fulfill the requirement of this RFP. Describe the various tasks that will be engaged and the sequence in which they will be accomplished. Identify the methods of engaging stakeholders, staff, and the Board. Identify the tasks that will be conducted on-site and the number of visits and days of on-site engagement anticipated.
- **Cost Proposal:** Provide a cost breakdown indicating the fixed not-to-exceed cost for all work and reimbursable expenses to accomplish the scope described. Itemize labor costs and reimbursables.

- **Use of local contractors:** If applicable, indicate services that could be sub-contracted to firms that are local.
- **Conflict of Interest:** Disclose any potential conflict of interest including, but not limited to, familial relationships between members of the consulting team and elected officials or employees and/or employees of Zoo.

ATTACHMENT B: RFP SCORING

(This attachment is provided for your information only. There is no need to sign or mail it back.)

Responses to this project will be evaluated according to the following:

1. Evaluation Process

The following steps will be observed in the evaluation of the potential vendor document submission:

- Brown County will establish a project scoring team.
- The vendor submission will first be reviewed to determine if all the requirements outlined have been met. Failure to meet the requirements or being over-budget will result in the submission being eliminated from consideration.
- The project scoring team will review all submitted documents received and score in accordance with the predefined scoring methodology.
- Composite scores will be developed summarizing the individual scoring efforts of each selection team member.
- References, oral presentations and/or interviews are optional and determined if required by the scoring team.
- Vendors will be ranked by composite score with the highest score determining vendor award.

2. Scoring Methodology

The following is a summary of the project evaluation factors and the point value assigned to each. These factors will be used in the evaluation of the individual vendor document submission. Points will be awarded on the basis of the following factors:

Scoring Criteria	Points
1. Quality, clarity and responsiveness of document submission	10
2. Staff & Organization	10
3. Methodology	20
4. Experience & Teamwork	20
5. Pricing (Attachment C) *	20
6. References (Attachment D)	10
7. Interviews/Presentations	10
Total	100

**Pricing is not shared with the scoring team until after they have submitted their scores to prevent influencing their ability to score the other criteria's.*

3. Scoring Criteria

The evaluation factors to be used in project scoring are described below:

1. **Quality, clarity and responsiveness of document submission** – Document submissions will be evaluated on meeting the overall requirements of the project.
2. **Staff & Organization** – Per page 10 of Attachment A
3. **Methodology** – Per page 10 of Attachment A
4. **Experience & Teamwork** – Per page 10 of Attachment A
5. **Pricing** – Document submissions are scored using a formula with the lowest price submitted that is divided by the price of each prospective vendor times the established point value times the weight factor percentage. Pricing will be calculated for the entire term of the contract.
6. **References** – Document submission will be evaluated based on information obtained from the references provided.
7. **Interviews/Presentations** - Interviews and/or presentations are not required but may be preferred based on the scoring teams' recommendation.

ATTACHMENT C: RFP COST SHEET*(Use of this form is required when submitting your documents; do not submit copy of project details with your submission)***Vendor Information**

COMPANY PHYSICAL LOCATION INFORMATION				
Legal Name:				
Address:				
City:		State:		Zip:
Phone:		Fax:		
Federal ID #:		Website:		
COMPANY REMIT INFORMATION <i>(where to send invoice, if different than above)</i>				
Billing Name:				
<i>Name to print on check, if different than above</i>				
Address:				
City:		State:		Zip:
Accounts Payable Contact:		Phone:		
Accounts Payable Email:		Payment Terms:		
CONTACT INFORMATION / SALES REPRESENTATIVE RESPONSIBLE FOR SETTING UP PRESENTATIONS, DEMONSTRATIONS AND/OR INTERVIEWS				
Sales Rep Name:		Sales Rep Title:		
Sales Rep Phone Number:		Sales Rep Email:		
CONTACT INFORMATION / PRIMARY PERSON TO NOTIFY FOR INTENT TO AWARD OR THANK YOU				
Primary Name:		Title:		
Email:				
CONTACT INFORMATION / SECONDARY PERSON TO NOTIFY FOR INTENT TO AWARD OR THANK YOU				
Secondary Name:		Title:		
Email:				
CONTACT INFORMATION / PROJECT MANAGER				
Project Manager Name:		Title:		
Address:		City:		
City:		State:		
Phone:		ZIP:		
Email:		Fax:		

12

CONTACT INFORMATION / PERSON AUTHORIZED TO SIGN CONTRACT			
Contract Signer Name:		Title:	
Address:		City:	
City:		State:	
Phone:		ZIP:	
Email:		Fax:	

Does your Company accept MasterCard Credit Card for payment? YES NO (Circle one)

Comments:	
-----------	--

Does your Company accept the Brown County Standard Contract? YES NO (Circle one)

Comments:	
-----------	--

RFP Pricing

PRICING:

Provide costs for all labor, materials and equipment to complete the project in strict accordance to the RFP SCOPE OF WORK, SPECIFICATIONS & REQUIREMENTS as indicated in Attachment A.

FOR THE SUM OF

Dollars (\$ _____)

***All pricing is to be inclusive of all costs including travel and meals.**

12

ATTACHMENT D: RFP REFERENCE DATA SHEET

Provide a list of at least three and not greater than five clients that you have recently or are currently providing services for with at least two clients in the public sector and one client from a project that didn't go so well. Please verify that your contact person listed is accurate and still employed with the company.

Reference #1	
Agency Name	Telephone
Contact Person	Email address
Street Address	City/State
Reference #2	
Agency Name	Telephone
Contact Person	Email address
Street Address	City/State
Reference #3	
Agency Name	Telephone
Contact Person	Email address
Street Address	City/State
Reference #4	
Agency Name	Telephone
Contact Person	Email address
Street Address	City/State
Reference #5	
Agency Name	Telephone
Contact Person	Email address
Street Address	City/State

ATTACHMENT E: RFP DESIGNATION OF CONFIDENTIAL & PROPRIETARY INFORMATION

(Use of this form is required when submitting proposal)

The attached material submitted in response to this project includes proprietary and confidential information which qualifies as a trade secret, as provided in s. 19.36(5) Wis. Stats., or is otherwise material that can be kept confidential under the Wisconsin Open Records Law. As such, we ask that certain pages, as indicated below, of this proposal response be treated as confidential material and not be released without our written approval.

Prices always become public information when bids/proposals are opened, and therefore cannot be kept confidential. Blanket labeling of confidential/proprietary information in headers/footers of documents will not be considered as confidential/proprietary.

Information cannot be kept confidential unless it is a trade secret. Trade secret is defined in s. 134.90(1)(c), Wis. Stats. as follows: "Trade secret" means information, including formula, pattern, compilation, program, device, method, technique or process to which all of the following apply:

1. The information derives independent economic value, actual or potential, from not being generally known to, and not being readily ascertainable by proper means by, other persons who can obtain economic value from its disclosure or use.
2. The information is the subject of efforts to maintain its secrecy that are reasonable under the circumstances.

We request the following pages not be released:

Section	Page #	Topic

IN THE EVENT THE DESIGNATION OF CONFIDENTIALITY OF THIS INFORMATION IS CHALLENGED, THE UNDERSIGNED HEREBY AGREES TO **PROVIDE LEGAL COUNSEL OR OTHER NECESSARY ASSISTANCE TO DEFEND THE DESIGNATION OF CONFIDENTIALITY AND AGREES TO HOLD BROWN COUNTY HARMLESS FOR ANY COSTS OR DAMAGES ARISING OUT OF THE COUNTY'S AGREEING TO WITHHOLD THE MATERIALS.**

Failure to include this form in the proposal response may mean that all information provided as part of the proposal response will be open to examination and copying. The County considers other markings of confidential/proprietary in the proposal document to be insufficient. The undersigned agrees to hold the County harmless for any damages arising out of the release of any materials unless they are specifically identified above.

Company Name: _____

Printed Name: _____

Signature: _____

Date: _____

12

ATTACHMENT F: RFP ADDENDUM(S) ACKNOWLEDGEMENT*(If Addendums exist for this project, please sign and date and send with your bid)*

The undersigned acknowledges receipt of the following addenda by checking the box(es) below:

1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐

Additional Addenda should be written here:

I have examined and carefully prepared the RFB/RFP/RFQ from the plans and specifications and have checked the same in detail before submitting the RFB/RFP/RFQ to Brown County. Attached is my list of subcontractors along with their respective trades-if applicable.

The Undersigned agrees to the above statement:
Company Name:
Printed Name:
Signature:
Date:

If this RFB/RFP/RFQ is assigned a project number all vendors are responsible to check for addendums, published on our web site at www.co.brown.wi.us, for this project prior to the due date. No notification will be sent when addendums are published unless there is an addendum within three business days of RFB/RFP/RFQ due date.

All vendors receiving initial notification of project and those who register as downloading the project off our web site will be notified by Brown County of all addendums issued within 3 business days prior to due date. If RFB/RFP/RFQ has already been submitted, vendor is required to acknowledge receipt of addendum via fax or e-mail prior to due date. New RFB/RFP/RFQ must be submitted by vendor if addendum affects costs.

Vendors that do not have Internet access are responsible for contacting our purchasing department at 920-448-4040 to ensure receipt of addendums issued.

RFBs/RFPs/RFQs that do not acknowledge addendums may be rejected.

All RFBs/RFPs/RFQs submitted will be sealed. Envelopes are to be clearly marked with required information. Sealed RFBs/RFPs/RFQs that are opened by mistake due to inadequate markings on the outside may be rejected and returned to the vendor.

ATTACHMENT G: RFP APPEALS

(This appeals attachment is for your information only, there is no need to sign or mail it back.)

To: Vendors

RE: Brown County Appeals Process

An appeal refers to a written request from a vendor for reconsideration of vendor selection on a RFB, RFP or RFQ

Appeals may be submitted for the following purchases:

1. the item is a public work project bid under Section 55.52 (29) and 66.29 of the Wisconsin Statutes, or
2. the item price or proceeds is \$5000 or more or the total order is \$10,000 or more, and
3. vendor selection was based on factual errors, or
4. the lowest price or highest proceeds vendor was not selected for RFQ or RFB, or
5. failure by the County or its agents to adhere to the County's policies and procedures or other legal requirements

Appeals shall be submitted in writing and should specify the factual error or policy, procedure or other legal requirement which has been violated. Vendor appeals are to be submitted to the Internal Auditor within 3 business days from the receipt of the rejection letter. Appeals not containing the necessary information or not filed on a timely basis shall be rejected by the Internal Auditor.

If the Internal Auditor determines that an appeal is valid, an appeals hearing shall be convened. A decision on all appeals will be rendered within 5 working days of the date upon which the request for appeal was received. All decisions of the Appeals Committee shall be final. Appeals Committee consists of three people: The Chairman of both the Executive and Administration Committees and the Internal Auditor.

Submit To:

Brown County Internal Auditor
305 E. Walnut St. Rm 102
PO Box 23600
Green Bay, WI 54305-3600

ATTACHMENT H: CONTRACT INSURANCE REQUIREMENTS

*(Potential vendors are required to meet the following insurance requirements in order to be awarded a contract.
There is no need to sign or mail it back.)*

Awarded vendor is required to provide a certificate of insurance within three (3) business days of receiving the 'Intent to Award' notice. Certificates are required to be valid and provided annually to Brown County Administration, 305 E. Walnut Street, Green Bay, WI 54301 or EM at BC_administration_purchasing@co.brown.wi.us throughout the contract term.

1. Hold Harmless

Vendor hereby agrees to release, indemnify, defend and hold harmless Brown County, their officials, officers, employees and agents from and against all judgments, damages, penalties, losses, costs, claims, expenses, suits, demands, debts, actions and/or causes of action of any type or nature whatsoever, including actual and reasonable attorney fees, which may be sustained or to which they may be exposed, directly or indirectly, by reason of personal injury, death, property damage, or other liability, alleged or proven, resulting from or arising out of the performance under this agreement by vendor, its officers, officials, employees, agent or assigns. Brown County does not waive, and specifically reserves, its right to assert any and all affirmative defenses and limitations of liability as specifically set forth in Wisconsin Statutes, Chapter 893 and related statutes.

2. Insurance Requirements

Vendor, Contractor, Tenant, Provider, Organization or other (will be referred as Outside Contractor) shall provide and maintain at its own expense during the term of their agreement, the following insurance policies covering its operations hereunder are minimum requirements. Such insurance shall be provided on a primary basis by insurer(s) financially solvent and authorized to conduct business in the State of Wisconsin.

The Outside Contractor shall not commence work under this contract until all insurance required under this paragraph is obtained and such insurance has been approved by a County representative, nor shall any Outside Contractor allow subcontractors to commence work on their subcontract until all similar insurance requirements have been obtained and approved by a County representative. Notwithstanding any provisions of this section, and for purposes of this agreement, contractor acknowledges that its potential liability is not limited to the amounts of insurance coverage it maintains or to the limits required herein.

Comprehensive General Liability (Occurrence Form)

Products and Completed Operations	
Personal Injury and Advertising Liability	
Independent Contractors / Protective	
Limits of Insurance	\$1,000,000 per occurrence
	\$1,000,000 aggregate

Business Automobile Liability : Covering all owned, hired, and non-owned vehicles

Limits of Insurance	\$1,000,000 per occurrence for bodily injury and property damage
---------------------	--

Excess / Umbrella Liability

Limits of Insurance	\$1,000,000 per occurrence
---------------------	----------------------------

Worker's Compensation Insurance and Employers Liability

State Statutory Workers' Compensation Limits	
Employer Liability	\$100,000 each accident

Professional Liability

Limits of Insurance	\$1,000,000 per occurrence
	\$2,000,000 aggregate

3. **Additional Insured**

The Outside Contractor agrees that all liability policies other than professional liability shall name Brown County as additional insured with respects to: liability arising out of activities performed by or on behalf of the vendor/contractor; products and completed operations of vendor/contractor; premises owned, occupied or used by vendor; or automobiles owned, leased, hired or borrowed by vendor. The coverage shall contain no special limitations on the scope of protection to the County.

4. **Adjustment to Insurance Coverage**

The limits of liability as set forth herein shall be periodically reviewed and adjustments made so as to provide insurance coverage in keeping with increases in the Consumer Price Index and what is deemed to be prudent and reasonable by the County or its representatives. In the event that the County determines that the limits need to be adjusted at some time after the initial term of the contract, the County shall give notice to the contractor in writing of the new limits and the Contractor shall make such adjustments to its insurance coverage within 60 day of such notice.

5. **Subcontractor**

Subcontractors of the Outside Contractor shall also be in compliance with these requirements, including but not limited to, the submittal of a Certificate of Insurance that meet the same requirement outlined for the Outside Contractor.

6. **Waiver of Subrogation**

Insurers shall waive all subrogation rights against Brown County on all policies required under this requirement.

7. **Certificate of Insurance**

The Certificate of Insurance must include:

1. **Additional Insured:** Named as Brown County
2. **Cancellation:** Shall include a provision prohibiting cancellation of said policies except upon 30 days prior written notice to the County to include non-renewal, or material change in coverage.
3. **Project Information:** Shall include reference to the contract name and / or RFB number in the description section of the certificate.
4. **Receipt of Certificate:** A valid Certificate shall be issued to "Brown County" prior to commencement of work and meeting the requirements listed to avoid any interruption of normal business services and transactions.
5. **Signature(s):** Shall be issued by companies licensed to do business in the State of Wisconsin or signed by an agent of the State of Wisconsin. Certificates must also bear the signature of the insurer's authorized representative.

The certificate of insurance will be delivered to Brown County prior to the execution of the contract, to the below listed department and address.

Brown County Department of Administration
305 E Walnut Street
PO Box 23600
Green Bay, WI 54305-3600

8. **Questions**

If any of the insurance requirements cannot be met, please contact the Brown County Risk Manager at (920) 448-6298 to explain what coverage's you are unable to obtain on your policy. Please provide information on what contracts you are bidding on or currently hired to work on.

ATTACHMENT I: PROFESSIONAL CONTRACT FOR SERVICE TEMPLATE

(This document is provided as a template to potential vendors as a requirement that this document is to be used to contract with the awarded vendor. There is no need to sign or mail it back at this time.)



**BROWN COUNTY PROFESSIONAL
STANDARD CONTRACT**

Scope of Services is attached to this contract.

Project #:	2029
Service Description:	NEW Zoo & Adventure Park Strategic Master Planning
Time of Performance:	Completion by Date:
Total Amount of Contract:	Maximum Compensation not to Exceed: \$00

Please mail all invoices to the below address and reference Project number and/or Purchase Order number:

**Performance, schedules and invoices will be
approved by the following Brown County** Neil Anderson
Contact:

Brown County Department: NEW Zoo & Adventure Park

Address: 4378 Reforestation Rd.

City, State Zip: Green Bay, WI 54313

Phone: (920) 662-2401

Email: anderson_ns@co.brown.wi.us

This Brown County Professional Services Standard Contract ("Contract") is made and entered into on this day of , 20 by and between (the "CONTRACTOR"), and Brown County, a body corporate organized under the Laws of Wisconsin (the "COUNTY") (Collectively referred to as the "parties" or in the singular as the "party").

WITNESSETH:

WHEREAS, the COUNTY, a governmental entity organized and existing as a body corporate pursuant to Wis. Stat. § 59.01, is in the business of providing certain governmental services to the COUNTY and its citizens;

WHEREAS, the CONTRACTOR, is in the business of providing said services and has made express and implied representations to the COUNTY of being capable, experienced and qualified to undertake and personally perform those services as are required in fulfilling all obligations under the terms and conditions of this Contract; and

WHEREAS, relying upon the CONTRACTOR'S above-referenced express and implied representations, the COUNTY now desires to engage and the CONTRACTOR now desires to be engaged as an independent contractor and not as an employee of the COUNTY to perform said services, all in accordance with the terms and conditions of this Contract.

Work shall commence in accordance with the terms and conditions of this Contract after the CONTRACTOR has executed the Contract, and either: (a) has been notified in writing to commence the Performance of Services; or (b) has received from the COUNTY an original of the Contract that is complete and fully executed.

NOW THEREFORE, in consideration of the mutual promises contained herein and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the COUNTY and the CONTRACTOR agree as follows:

- 1. REQUIREMENTS:** The CONTRACTOR hereby agrees to be retained by the COUNTY and the COUNTY hereby agrees to retain the CONTRACTOR to perform the services in accordance with the terms and conditions of this Contract, which includes, but is not limited to:
 - A. that the CONTRACTOR is required to do, perform, and carry out in a satisfactory, timely, and proper manner the services delineated in this Contract;
 - B. that the CONTRACTOR is required to comply with requirements listed with respect to reporting on progress of the services, additional approvals required, and other matters relating to the performance of the services under this Contract; and
 - C. that the CONTRACTOR is required to comply with time schedules and payment terms.
- 2. SCOPE OF SERVICES:** The CONTRACTOR and its subcontractors, to the same extent as the CONTRACTOR, agree to fulfill its obligations described in the Project Detail Scope of Work, Specifications / Drawings (hereinafter referred to as the "Project"), as well as the addenda attached thereto, copies of both which are attached hereto and incorporated herein by reference.

The total amount of the Contract includes all services, deliverables, and reimbursable expenses as included in attachments. Additional reimbursable fees will not be accepted.

- 3. SPECIFIC CONDITIONS OF PAYMENT:** Payment to be due and owed following completion and acceptance of the Project by the COUNTY. Payment will be made within thirty (30) days after receipt of a properly documented invoice, the manner of which is more fully set forth below under "Payment Schedule", but only if completion is deemed satisfactory by the COUNTY.

Payment Terms:	Net 30
Check Payable To:	
Invoice Mailing Address:	
City, State Zip	
Invoice Email Address:	
Invoice Phone Number:	
Federal Tax ID#:	

4. REPORTS:

- A. The CONTRACTOR agrees to timely submission of reports as may be required by the COUNTY in its sole discretion.
- B. All reports, studies, analyses, memoranda and related data and material developed during the performance of this Contract shall be submitted to and be the exclusive property of the COUNTY and the COUNTY shall have the right to use them for any purpose without any further compensation to the CONTRACTOR. All of the documents and materials prepared or assembled by the CONTRACTOR under this Contract will not be made available to any individual, agency, public body or organization other than the COUNTY unless legally required otherwise, at which point the CONTRACTOR is obligated to notify the COUNTY of the same in advance thereof.
- C. The documents and materials prepared in whole or in part under this Contract shall not be made the subject of any report, book, writing or oral dissertation by the CONTRACTOR. If this Contract is terminated, all finished or unfinished

documents or materials prepared under this Contract shall be immediately transmitted to the COUNTY upon termination.

- 5. TIME OF PERFORMANCE:** The services to be performed under this Contract are to be undertaken and completed in such sequence as to assure expeditious completion in light of the purpose of this Contract, but in any event all of the services required hereunder shall be completed in a timely fashion and as indicated on the top of Page 1 of this Contract under "Time of Performance," which is the termination date of this Contract. In addition to all other remedies available to the COUNTY, should the Contract not be completed by the date specified herein, the CONTRACTOR shall continue to be obligated thereafter to fulfill CONTRACTOR'S responsibility to complete the services and to execute any amendments to this Contract as deemed necessary by the COUNTY.
- 6. CONDITIONS OF PERFORMANCE AND COMPENSATION:**
- A. Performance** - The CONTRACTOR agrees that its work shall conform to such recognized high professional standards as are prevalent in this field of endeavor and like services.
 - B. Place of Performance** - The COUNTY shall determine the place or places where services shall be provided by the CONTRACTOR.
 - C. Compensation** - The COUNTY agrees to pay, subject to the contingencies herein, and the CONTRACTOR agrees to accept for the satisfactory performance of the services under this Contract, the maximum as indicated on the top of Page 1 of this Contract under "Total Amount of Contract," inclusive of all expenses. In no event will the total compensation exceed the maximum amount indicated on the top of Page 1 of this Contract. Compensation for services provided under this Contract is contingent upon the approval process set forth in Section 3 "Specific Conditions of Payment" of this Contract under "Specific Conditions of Payment." Section 66.0135, Wis. Stats., will apply to any late payments by the COUNTY, except as provided for by Section 21 "Force Majeure" of this Contract.
 - D. Taxes, Social Security and Government Reporting** - Personal income tax payments, social security contributions and all other governmental reporting, taxes and contributions as a consequence of the CONTRACTOR receiving payment under this Contract shall be the sole responsibility of the CONTRACTOR.
 - E. Subcontracting** - The CONTRACTOR shall not subcontract for the performance of any of the services set forth herein without prior written approval obtained from the COUNTY. If any work or service is subcontracted, it shall be specified by written contract or agreement and shall be subject to, and controlled by, each provision of this Contract. The CONTRACTOR shall be as fully responsible to the COUNTY for the acts and omissions of its subcontractors and/or persons either directly or indirectly employed by it, as he is for the acts and omissions of persons directly employed by CONTRACTOR.
- 7. INDEMNIFICATION AND DEFENSE OF SUITS:** The CONTRACTOR agrees to release, indemnify, defend, and hold harmless the COUNTY, its officials, officers, employees, agents and assigns from and against all judgments, damages, penalties, losses, costs, claims, expenses, suits, demands, debts, actions and/or causes of action of any type or nature whatsoever, including actual and reasonable attorney fees, which may be sustained or to which they may be exposed, directly or indirectly, by reason of personal injury, death, property damage, or other liability, alleged or proven, resulting from or arising out of the performance under this agreement by CONTRACTOR, its officers, officials, employees, agents or assigns. The COUNTY does not waive, and specifically reserves, its right to assert any and all affirmative defenses and limitations of liability as specifically set forth in Wisconsin Statutes, Chapter 893 and related statutes.
- 8. REGULATIONS:** CONTRACTOR agrees to comply with all of the requirements of all federal, state and local laws related thereto.
- 9. SAFETY REQUIREMENTS:** All material, equipment and supplies used or provided to the COUNTY must comply with all safety requirements as set forth by the federal, state and local laws, including but not limited to, the Wisconsin Administration Code, Rules of the Industrial Commission on Safety and all applicable OSHA standards.
- 10. VENUE AND APPLICABLE LAW:** Any lawsuits related to or arising out of disputes under this Contract shall be commenced and tried in the Circuit Court of Brown County, Wisconsin and the COUNTY and CONTRACTOR shall submit to the jurisdiction of the Circuit Court for such lawsuits. In all respects, this Contract and any disputes arising under it shall be governed by the laws of the State of Wisconsin.

- 11. TERMINATION OF CONTRACT FOR CAUSE:** If through any cause, the CONTRACTOR shall fail to fulfill in a timely and proper manner its obligations under this Contract, or if the CONTRACTOR violates the covenants, agreements or stipulations of this Contract, the COUNTY shall have the right to terminate this Contract by giving written notice, as provided for in Section 23 "Notices" of this Contract, to the CONTRACTOR of such termination. The written notice shall be provided to the CONTRACTOR at least five (5) days before the effective date of such termination. The COUNTY, in its sole discretion, may allow the CONTRACTOR a reasonable amount of time to cure a breach of the terms of this Contract, if the COUNTY determines that the breach is amenable to a cure. The COUNTY shall not unreasonably withhold such permission. The COUNTY'S decision to allow the CONTRACTOR a reasonable amount of time to cure said breach in one instance does not constitute a waiver of a subsequent breach of the same or any other term of this Contract, nor shall it be deemed to waive the need for further consent or approval from the COUNTY to cure any subsequent breaches, regardless of their nature.

This contract may be terminated by either party for no reason by giving twenty (20) days written notice to the other party of said termination.

In the event that this Contract is terminated for any reason by either party, all finished and unfinished documents, data, studies, surveys, drawings, maps, models, photographs, reports or other materials related to the services prepared by the CONTRACTOR under this Contract shall, at the option of the COUNTY, become the property of the COUNTY.

Notwithstanding the above, the CONTRACTOR shall not be relieved of liability to the COUNTY for damages sustained by the COUNTY by virtue of any breach of this Contract by the CONTRACTOR, and the COUNTY may withhold any payments due the CONTRACTOR for the purpose of set off until such time as the exact amount of damages due to the COUNTY from the CONTRACTOR shall be determined and recovered.

- 12. CHANGES:** All changes that are mutually agreed upon by and between the COUNTY and the CONTRACTOR, including any increase or decrease in the amount of the CONTRACTOR'S compensation, shall be in writing and designated as written amendments to be attached to this Contract.
- 13. WAIVER:** No provision of this Contract may be waived, unless the waiver is made in writing and is signed by a duly authorized representative of each party. One or more waivers by any party of any term of this Contract will not be construed as a waiver of a subsequent breach of the same or any other term hereof. The consent or approval given by any party with respect to any act by the other party requiring such consent or approval shall not be deemed to waive the need for further consent or approval of any subsequent act by such party.

14. PERSONNEL:

- A.** The CONTRACTOR represents that it has or will secure, at its own expense, all personnel required in performing the services under this Contract. Such personnel shall under no circumstances be deemed employees of or have any contractual relationship with the COUNTY.
- B.** All of the services required hereunder will be performed by the CONTRACTOR or under its supervision and all personnel engaged in the work shall be fully qualified and shall be authorized or permitted under state and local law to perform such services.

- 15. ASSIGNMENT:** The CONTRACTOR shall not assign or transfer this Contract and shall not transfer any interest in it without the prior written consent of the COUNTY. Claims for money due or to become due to the CONTRACTOR from the COUNTY under this Contract may be assigned to a bank, trust company or other financial institution without COUNTY approval; however, notices of any such assignment or transfer shall be furnished promptly to the COUNTY.

- A. Records:** Establishment and Maintenance of Records - Records shall be maintained by the CONTRACTOR with respect to all matters covered by this Contract. The records shall be maintained for a period of three (3) years after receipt of final payment under this Contract, except as otherwise authorized or required by law. CONTRACTOR will notify COUNTY prior to destroying document(s) and offer the right of refusal.
- B. Documentation of Cost** - All costs of the CONTRACTOR shall be supported by properly executed payrolls, time records, invoices, contracts or vouchers, or other official documentation evidencing in proper detail the nature and propriety of other accounting documents pertaining in whole or in part to this Contract, shall be clearly identified, readily accessible and shall be retained in accordance with the laws of the State of Wisconsin.

16. AUDITS AND INSPECTIONS: In the event that the COUNTY deems it necessary to conduct an audit or inspection, the CONTRACTOR shall, during normal business hours, furnish or make available at a time designated by the COUNTY and in the form required by the COUNTY, information, records and reports regarding powers, duties, activities, organization, property, financial transactions, method of operation, or any and all other records, reports or information in the CONTRACTOR'S custody or control as deemed pertinent by the COUNTY to this Contract.

The CONTRACTOR shall provide to the COUNTY'S inspectors or auditors access to all property, equipment and facilities in the CONTRACTOR'S custody or control as the inspectors or auditors deem related to the services provided or purchased under this Contract. The CONTRACTOR shall be expected to provide, at the CONTRACTOR'S expense, reasonable time by the CONTRACTOR'S personnel as may be required for the COUNTY'S inspectors or auditors to perform the inspection or audit.

Any information provided to the COUNTY'S inspectors or auditors which is deemed confidential by federal, state or local laws shall be held as confidential and not disclosed to the public unless legally required otherwise.

17. NON-DISCLOSURE: For the purposes of this Contract, the parties agree to the following definitions.

Disclosure - The term "Disclosure" shall refer to the party or parties in a position to disclose to the other certain Sensitive and/or Confidential Information which is or must remain the property of the disclosing party.

Recipient - The term "Recipient" shall refer to the party or parties in a position to receive certain Sensitive and/or Confidential Information from the disclosing party that is not to be disclosed or used in violation hereof.

Sensitive and/or Confidential Information - The term "Confidential Information" as used herein means: (1) any Trade Secret of Discloser as defined in the Uniform Trade Secrets Act, Sec. 134.90, Wis. Stats. or any other applicable state or federal trade secrets law; and (2) any non-public information, documentation, and/or devices disclosed or made available by Discloser to Recipient in any form including, but not limited to, all data or know-how either created by Discloser or for Discloser, any information conveyed to Discloser by a third party to which Discloser is bound by a confidentiality agreement not to disclose, the whole or any portion of any technical, scientific, laboratory, experimental or research data, research and development information, information concerning equipment, designs, processes, procedures, formulae, recipes, improvements, customer lists, records, or engineering drawings, documentation and information about products, sales information, formulae, recipes, manufacturing techniques, processes, design of software or hardware, applications or systems, used or developed by Discloser, source codes, other information relating to computer programming, and any information used for the conduct of Discloser's business including, but not limited to, plans, programs, marketing, advertising, sales strategies, policies, costs, pricing, and other financial information.

Sensitive and/or Confidential Information shall also include but shall not be limited to:

- Confidential Information (business or personal) including copyrighted, trademarked or patented information;
- Electronic protected health information (ePHI) protected by Federal HIPAA legislation;
- Intellectual Property (IP);
- Credit card data regulated by the Payment Card Industry (PCI);
- Personal Identity Information (PII);
- Information relating to an ongoing criminal investigation;
- Court-ordered settlement agreements requiring non-disclosure;
- Information specifically identified by this Contract as restricted;
- Other information for which the degree of adverse effect that may result from unauthorized access or disclosure is high; whether in writing or not, which the Discloser discloses to Recipient, including, but not limited to, any information relating to the policies, procedures and administration of the Discloser, its affiliates' or customers' ongoing operations, and personnel. It is the intention of the parties in defining Sensitive and/or Confidential Information that any and all information which in any way relates to Discloser's operations, no matter what the nature thereof, which was disclosed by Discloser or which is developed by either party as part of their services in carrying out the Contract performance reference herein shall be and remain confidential pursuant to this Contract. This includes but is not limited to:
 - Applications for services
 - Account numbers or balances
 - Payment histories
 - Identity of customers

- Social Security numbers
- Credit reports or histories
- Any other financial information regarding Brown County or its customers
- The terms of this Contract
- HIPAA-related information

Sensitive and/or Confidential Information for purposes of this Contract does not include information that:

- Can be demonstrated to have been published or was otherwise in the public domain before disclosure by Discloser to Recipient;
- Can be demonstrated that, after its disclosure by Discloser to Recipient, is published, or otherwise comes into the public domain through no act or omission by Recipient, by a third party who has a legal right to do so;
- Recipient receives or has received from a third party who as a legal right to disclose it;
- Recipient has in written or physical embodiment form prior to disclosure by Discloser;
- Is independently developed by Recipient without reference to or reliance on Discloser's Sensitive and/or Confidential Information as evidenced by credible written evidence; and
- Becomes subject to the open records mandates of both federal and state law, including but not limited to, Wis. Stats. §§ 19.31 – 19.37.

A. Acknowledgment of Confidential Relationship - The COUNTY is required to ensure the confidentiality of any Sensitive and/or Confidential Information that the CONTRACTOR may have access to or become privy to under the state and federal laws including, but not limited to, HIPAA and the Wisconsin Privacy of Consumer Financial and Health Information, Wis. Administrative Code Ch. INS 25. The CONTRACTOR hereby acknowledges and agrees that any Sensitive and/or Confidential Information disclosed to it by the COUNTY is for the limited purpose of providing services and the CONTRACTOR will maintain the Confidential Information in confidence, and a confidential relationship will arise between the CONTRACTOR and the COUNTY by reason of such submission and/or disclosure. The CONTRACTOR further acknowledges and agrees that the Sensitive and/or Confidential Information of the COUNTY is proprietary to the COUNTY and that any unauthorized disclosure or unauthorized use as more fully set forth herein will cause harm and/or loss to the COUNTY.

B. Use and Disclosure of Sensitive and/or Confidential Information - The CONTRACTOR agrees neither to copy, sell, transfer, publish, disclose, display or otherwise use for its own benefit, nor to disclose to third parties, any Sensitive and/or Confidential Information whether from observation, from any materials submitted or from disclosures by the COUNTY hereunder. The CONTRACTOR further agrees neither to make nor retain any copies of nor directly or indirectly use any process or other proprietary information disclosed to it or any process deceptively similar thereto without the COUNTY'S prior written approval, which the COUNTY may withhold in its sole discretion. In no event shall either party use Sensitive and/or Confidential Information in a way, which violates local, state or federal laws. The duty to protect Sensitive and/or Confidential Information shall survive the termination of this Contract and shall be subject to the open records provisions of both state and federal law.

The CONTRACTOR shall instruct its employees, agents and contractors of their obligations under this Contract and instruct them to use the same care and discretion with respect to the Sensitive and/or Confidential Information as the CONTRACTOR is obligated to use and to not circumvent any security procedures or devices with respect to Sensitive and/or Confidential Information.

C. Title remains with the COUNTY - All innovations, inventions, devices, processes and/or formulas developed by the CONTRACTOR for the COUNTY shall be deemed to be the sole property of the COUNTY. The CONTRACTOR agrees to disclose in writing to the COUNTY any and all formulas, ingredient specifications and descriptions, processing methods, items, ideas or concepts which are directly related to work performed by the CONTRACTOR on behalf of the COUNTY which constitute innovations or inventions developed by the CONTRACTOR either solely or jointly in connection with work performed by the CONTRACTOR at the request of or under any assignment by the COUNTY. The CONTRACTOR also agrees to assign to the COUNTY any and all interest it may have in such inventions or innovations.

D. Indemnification by the CONTRACTOR - The CONTRACTOR agrees to take precautions to avoid wrongful disclosures or use of Confidential Information and will defend, hold harmless and indemnify the COUNTY, its officers, employees, agents and assigns from all losses, liabilities, expenses, claims, actions, damages, suits, fines and costs including reasonable attorney's fees or liability arising from or in connection with such unauthorized use or disclosure. In addition, the CONTRACTOR acknowledges that in the event of a breach or threatened breach of this Contract, irreparable damage will immediately occur to the COUNTY and CONTRACTOR will defend and indemnify the COUNTY,

its officers, employees, agents and assigns from all losses, liabilities, claims, actions, damages, suits, fines, costs and expenses, including reasonable attorney's fees, incurred by the COUNTY as a result thereof.

- E. Duty of Inquire** - If either party has a question concerning whether information qualifies as Sensitive and/or Confidential Information under this Contract, each shall have a duty to inquire whether the information is deemed sensitive and/or confidential before taking any action contrary to this Contract.

For COUNTY inquire to:

County Department:	Corporation Counsel
Contact Name:	Juliana Ruenzel
Mailing Address:	305 E Walnut Street, PO Box 23600
City, State Zip:	Green Bay, WI 54305-3600
Email:	Ruenzel_jm@co.brown.wi.us
Phone:	(920) 448-4006

For CONTRACTOR inquire to:

Contractor:	
Contact Name:	
Mailing Address:	
City, State Zip:	
Email:	
Phone:	

- F. Duty to Safeguard** - Each party shall take all reasonable steps to safeguard any and all Sensitive and/or Confidential Information in their possession. Each party shall ensure, to the extent possible, that access to Sensitive and/or Confidential Information is restricted only to properly authorized employees, agents, officers and/or subcontractors and shall take measures to protect the security of any documentation or computer containing Sensitive and/or Confidential Information.

18. CONFLICT OF INTEREST:

- A. Interest in Contract** - No officer, employee or agent of the COUNTY who exercises any functions or responsibilities in connection with the carrying out of any services or requirements to which this Contract pertains, shall have any personal interest, direct or indirect in this Contract.
- B. Interest of Other Local Public Officials** - No member of the governing body of the COUNTY, who exercises any functions of responsibilities in the review or approval of the carrying out of this Contract, shall have any personal interest, direct or indirect, in this Contract.
- C. Interest of Contractor and Employees** - If the CONTRACTOR is aware or becomes aware that any person described in Section A. or B. of this Contract has any personal financial interest, direct or indirect, in this Contract, the CONTRACTOR shall immediately disclose such knowledge to the COUNTY. The CONTRACTOR further covenants that it presently has no interest and shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance of its services hereunder. The CONTRACTOR further covenants that in the performance of this Contract no person having any conflicting interest shall be employed or subcontracted.

19. DISCRIMINATION PROHIBITED:

- A.** The CONTRACTOR shall not discriminate against any individual on the basis of age, race, creed, color, disability, marital status, sex, national origin, ancestry, membership in the National Guard, state defense force or any reserve

12

component of the military forces of the United States or this state. The CONTRACTOR may refuse to employ individuals based on conviction and arrest records only as allowed by Sec. 111.335, Wis. Stats.

- B. The CONTRACTOR will cause the foregoing provisions to be inserted into all subcontracts, if any, for any work covered by this Contract so that such provision will be binding upon each subcontractor, provided that the foregoing provisions shall not apply to contracts or subcontracts for standard commercial supplies or raw materials.

20. INSURANCE:

- A. The CONTRACTOR shall be solely responsible to meet the CONTRACTOR'S insurance needs as required by the COUNTY during the terms of this Contract or any extension thereof.
- B. The Certificate(s) of Insurance along with an endorsement shall be issued by a company or companies authorized to do business in the State of Wisconsin and shall be satisfactory to the COUNTY. Such insurance should be primary. The CONTRACTOR shall furnish the COUNTY with a certificate of insurance and upon request, certified copies of the required insurance policies. The certificate(s) shall reference the Contract and have an endorsement attached naming the COUNTY, its boards, commissions, agencies, officers, employees and representatives as additional insureds and provide for thirty (30) days advance notice, as provided for in Section 23 "Notices" of this Contract, of any change, cancellation or non-renewal during the term of this Contract.
- C. The CONTRACTOR shall require all subcontractors to be bound by the same insurance requirements as CONTRACTOR and shall not allow subcontractors, if any, to commence work until the aforementioned documents, where applicable, have been obtained from the subcontractor(s) and approved by the COUNTY.
- D. No payments or disbursements under this Contract shall be made if such proof has not been furnished to the COUNTY. Failure to submit an insurance certificate, as required, can make this Contract void at the COUNTY'S discretion.

21. FORCE MAJEURE:

- A. If the performance of any part of this Contract is delayed or rendered impossible by reason of natural disaster, flood, fire, riot, explosion, war or actions or decrees of governmental bodies, notice shall be given as soon as practicable to the other party indicating the nature of such conditions and the extent of delay and shall do everything possible to resume performance. If the period of nonperformance exceeds twenty-one (21) days from the receipt of said notice of the Force Majeure Event, this Contract may be terminated by giving written notice.
- B. If the ability of the COUNTY to compensate the CONTRACTOR is delayed by reason of natural disaster, flood, fire, riot, explosion, war or actions or decrees of governmental bodies, the COUNTY shall immediately give notice, as provided for in Section 23 "Notices" of this Contract, to the CONTRACTOR of the nature of such conditions and the expected date that compensation will be made. Section 66.0135, Wis. Stats., shall not apply to any late payment by the COUNTY due to circumstances under this Subsection B.

22. OTHER PROVISIONS:

- A. **Publicity Releases** - The CONTRACTOR agrees not to refer to award of this Contract in commercial advertising in such a manner that states or implies that the products or services provided are endorsed or preferred by the COUNTY.
- B. **Appropriation of Funds** - This Contract is contingent upon annual authorization of funding by the COUNTY governing body. In the event funding is not approved or is terminated, the COUNTY may terminate this Contract by providing forty-five (45) days written notice to the CONTRACTOR.
- C. **Independent Contractor Status** - This Contract does not in any way create the relationship of joint venture, partnership, principal, third party beneficiary, agent or employer/employee between the CONTRACTOR and the COUNTY, their agents, employees, subcontractors, officers and/or representatives. The CONTRACTOR, its employees, agents, subcontractors, and/or representatives shall not act or attempt to act, or represent itself, directly or by implication, as an agent for the COUNTY or in any manner assume any obligation on behalf of or in the name of the COUNTY.

- 23. NOTICES:** Any and all notices and demands shall be in writing delivered in person or by first class mail, registered or certified, postage paid, return receipt requested and addressed to the appropriate party as follows:

For COUNTY inquire to:

County Department:	Brown County Purchasing
Mailing Address:	305 E Walnut Street, 5 th Floor, PO Box 23600
City, State Zip:	Green Bay, WI 54305-3600
Email:	BC_Administration_Purchasing@co.brown.wi.us
Phone:	(920) 448-4040

For CONTRACTOR inquire to:

Contractor:	
Mailing Address:	
City , State, Zip:	
Email:	
Phone:	

All other correspondence shall be addressed as above, but may be sent by "Regular Mail" and deemed delivered upon receipt by the addressee. The above addresses may be changed at any time by the party giving notice in writing to the other party in the manner provided above.

- 24. AMENDMENTS:** This Contract is the entire agreement between the undersigned parties and shall only be modified, changed or amended in writing and signed by duly authorized representatives of each party, which amendment expressly states that it is the intention of the parties to amend this Contract.
- 25. SEVERABILITY:** The provisions of this Contract are severable and if any provision is found to be invalid, unenforceable, or void by a court of competent jurisdiction, the remainder of the Contract shall remain in full force and effect and shall not be affected, impaired or invalidated unless the effect of holding the provision invalid, unenforceable or void defeats the entire purpose of the Contract
- 26. CONSTRUCTION:** All parties have contributed to the drafting of this Contract. In the event of a controversy, dispute or contest over the meaning, interpretation, validity or enforcement of this document or any of its terms or conditions, there shall be no inferences, presumption or conclusion drawn whatsoever against any party by virtue of that party having drafted the document or any portion thereof.
- 27. SIGNATURE AUTHORITY:** The persons signing this Contract warrant that they have been authorized to enter into this Contract by and on behalf of their respective parties and that they have full and complete authority to bind their respective parties by executing this Contract.
- 28. "PIGGYBACK" CLAUSE:** Common purchasing practices in government include cooperative or "piggyback" purchasing among various units of government or municipalities. This contract will be extended, with the authorization of the vendor, to other units of government or municipalities at the same prices and/or discounts and terms and conditions. If another unit of government or municipality decides to use this contract, the vendor must deal directly with the respective unit of government or municipality concerning the placement of orders, issuance of the purchase orders, contractual disputes, invoicing and payment. Brown County acts only as the "Contracting Agent" for those public agencies.

Attachment A: Scope of Services

Attachment B: Completed Cost Sheet

*****Continue To Next Page (Signature Page)**

SIGNATURE PAGE

BROWN COUNTY PURCHASING

Dale DeNamur, Senior Buyer

Signature: _____

Date: _____

BROWN COUNTY NEW ZOO & ADVENTURE PARK

Neil Anderson, Director

Signature: _____

Date: _____

BROWN COUNTY EXECUTIVE

Troy Streckenbach, County Executive

Signature: _____

Date: _____

CONTRACTOR

*(To be signed by the person authorized to
legally bind your firm to this contract)*

Vendor
Name: _____

Address: _____

City /
State: _____

Zip Code: _____

Phone: _____

Website: _____

Email: _____

Printed
Name: _____

Signature: _____
(Required)

Title: _____

Date: _____

Distribution:

Original – Purchasing

Copy – Contractor(s)

Copy – Responsible Department(s)

12

(Unaudited)

2015

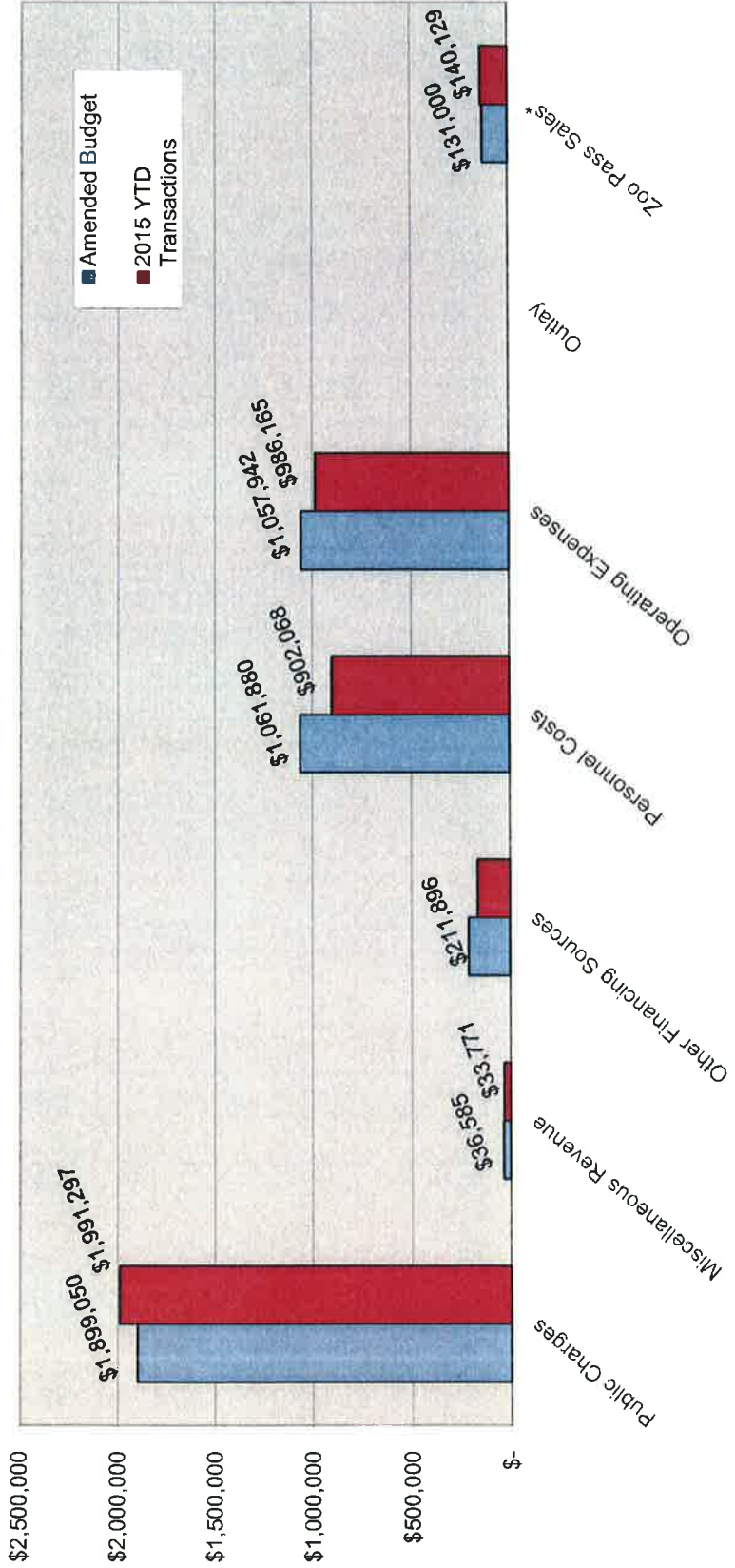
	Amended Budget	2015 YTD Transactions	Percent of Budget	2014 YTD Transactions	2013 YTD Transactions
Public Charges	\$ 1,899,050	\$ 1,991,297	104.9%	\$ 1,976,568	\$ 1,712,154
Miscellaneous Revenue	\$ 36,585	\$ 33,771	92.3%	\$ 24,324	\$ 23,171
Other Financing Sources	\$ 211,896	\$ 167,831	79.2%	\$ 46,011	\$ 113,445
Personnel Costs	\$ 1,061,880	\$ 902,068	85.0%	\$ 873,936	\$ 848,338
Operating Expenses	\$ 1,057,942	\$ 986,165	93.2%	\$ 938,957	\$ 985,468
Outlay	\$ -	\$ -		\$ -	\$ 5,644
Zoo Pass Sales*	\$ 131,000	\$ 140,129	107.0%	\$ 135,653	\$ 117,173
Zoo Attendance		231,917		239,949	218,162

Revenues: Public charges are above 2014 levels.
Attendance numbers are between 2013 & 2014 to-date numbers.

Expenses: Personnel costs are up from 2014 but below budget target. Operating costs are up, and storm damage insurance reimbursement & Zoo Boo candy credits have been applied.

*Zoo Pass Sales have been included in Public Charges ~ used for comparison only

NEW Zoo 11/30/2015





NEW Zoo ~ Budget by Account Classification

Report

Through 11/30/15
Prior Fiscal Year Activity Included
Summary Listing

Account Classification	Fund	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year YTD
Fund 640 - New Zoo										
REVENUE										
Intergov Revenue		.00	.00	.00	.00	.00	.00	.00	+++	.00
Public Charges		1,899,050.00	.00	1,899,050.00	96,837.47	.00	1,991,296.82	(92,246.82)	105	1,976,567.64
Miscellaneous Revenue		25,000.00	11,585.00	36,585.00	5,447.17	.00	33,771.38	2,813.62	92	24,323.79
Other Financing Sources		206,896.00	5,000.00	211,896.00	5,000.00	.00	167,830.59	44,065.41	79	46,011.33
REVENUE TOTALS		\$2,130,946.00	\$16,585.00	\$2,147,531.00	\$107,284.64	\$0.00	\$2,192,898.79	(\$45,367.79)	102%	\$2,046,902.76
EXPENSE										
Personnel Costs		1,061,880.00	.00	1,061,880.00	66,302.78	.00	902,067.74	159,812.26	85	873,935.65
Operating Expenses		1,041,357.00	16,585.00	1,057,942.00	74,159.45	.00	986,164.82	71,777.18	93	938,957.09
Outlay		.00	.00	.00	.00	.00	.00	.00	+++	.00
EXPENSE TOTALS		\$2,103,237.00	\$16,585.00	\$2,119,822.00	\$140,462.23	\$0.00	\$1,888,232.56	\$231,589.44	89%	\$1,812,892.74
Fund 640 - New Zoo Totals										
REVENUE TOTALS		2,130,946.00	16,585.00	2,147,531.00	107,284.64	.00	2,192,898.79	(45,367.79)	102	2,046,902.76
EXPENSE TOTALS		2,103,237.00	16,585.00	2,119,822.00	140,462.23	.00	1,888,232.56	231,589.44	89	1,812,892.74
Fund 640 - New Zoo Totals		\$27,709.00	\$0.00	\$27,709.00	(\$33,177.59)	\$0.00	\$304,666.23	(\$276,957.23)		\$234,010.02
Grand Totals										
REVENUE TOTALS		2,130,946.00	16,585.00	2,147,531.00	107,284.64	.00	2,192,898.79	(45,367.79)	102	2,046,902.76
EXPENSE TOTALS		2,103,237.00	16,585.00	2,119,822.00	140,462.23	.00	1,888,232.56	231,589.44	89	1,812,892.74
Grand Totals		\$27,709.00	\$0.00	\$27,709.00	(\$33,177.59)	\$0.00	\$304,666.23	(\$276,957.23)		\$234,010.02

12

January 14, 2016

John Van Dyck
Ed & Rec Committee
305 E. Walnut Street
P.O. Box 23600
Green Bay, WI 54305-3600

Dear John and members of the Ed & Rec committee,

The N.E.W. Zoological Society, Inc. will be hosting its fourth Annual "Skunks are Beautiful" Cribbage Tournament on Thursday April 14th, 2016, from 6pm to 11pm at the Reforestation Camp Lodge.

We initiated this fundraising event for the N.E.W. Zoological Society, Inc. in an effort help offset our daily operating expenses. Our purpose is to set up an inexpensive night of cribbage, food, drink, raffles, prizes and most of all fun. We are inviting teams of all skill levels to come and enjoy the night. Our goal for the first tournament is to have a limit of the first 70 registered teams. Last year we sold out before the event! All will be welcome and are encouraged to play. Some of our board members have attended similar events and they have been successful for other charities.

Volunteers from the Society will be participating in the setup, running, and cleanup of the event.

Liability insurance for the N.E.W. Zoological Society, Inc. for this event is through Green Bay Insurance Center. Application will be made for a Picnic License to the Town of Suamico.

At this time we would like to request that the rental fee be waived for the use of the Reforestation Camp Lodge on April 14th, 2016.

Sincerely,

Steve Bieda
President
N.E.W. Zoological Society, Inc.
(920) 434-6814

Cc: Neil Anderson

Animal Collection Report

December 2015

Giraffes have been able to spend some days outdoors later in the season than they ever have in NEW Zoo history due to an unseasonably warm December. The giraffes have coats similar to those of thoroughbred horses. They do not grow a warm, fuzzy undercoat for winter. Thick fur is not, of course, needed in their native African habitat. The giraffes at the NEW Zoo are able to go outside (provided no slippery ice creates a danger of slips and falls) if the temperatures are at least 45 F. This year, Hodari and Zuri were able to spend portions of many days outside through December 14th!

Interestingly, lions living in colder climates DO grow an extremely thick and cozy undercoat. Although lions currently inhabit only 8% of their historic range in the wild, they once also lived in colder climates. The NEW Zoo lions always have access to their heated building and their exhibit includes rockwork with built in heated areas. They seem to really enjoy cold weather and often choose to be outdoors, lying in the sun even in sub-zero temperatures!

Torrential rains in December caused flooding in several Zoo exhibits. The badger and the prairie dogs were temporarily relocated while sump pumps failed to keep up with the deluge. The raccoon exhibit was also impacted but the animals were able to wait out the weather safely tucked into their cozy hollow log on top of the hill.

More improvements were made to the red wolf exhibit this month. Fencing between two areas was reinforced and an anti-dig barrier was installed. Thanks to volunteers Tony Lablanc and Dan Lorenz for their hard work slipping and sliding through the mud to haul MANY wheelbarrow loads of cement!

As always, Zookeepers have accomplished some amazing animal training feats in the past year. Some training is intended to provide interesting activities to engage the animals' minds and enrich their lives. Many training projects enhance animal welfare by encouraging cooperation with various husbandry and veterinary tasks. Grabbing a lion by the tail in order to draw blood for routine tests may seem like a very bad idea. Turns out, if you devote a great deal of time to training the lion using lots of positive reinforcement and step by step approximations, she will eventually feel comfortable coming to the appropriate spot, lying down, and extending her tail through a small opening to allow the people she trusts most to tug, prod and poke as they search for the vein. Although we have not yet conducted a blood draw from lioness Ajia, she is well on her way to willingly cooperating with the procedure.

During 2015, several local grocery stores have donated a total of approximately 1,600 boxes of fresh vegetables and fruit to the NEW Zoo. Scientifically formulated diets provide for the very specific nutritional needs of each species but the animals definitely appreciate the flavor and variety that fresh produce adds to their lives. Even strict carnivores like cougars and lynx find that their favorite game of "attack and kill" are much more fun with a melon or squash than with a hard plastic toy. Thank You Olsen's Piggly Wiggly, Austin's, CostCo, Edible Arrangements, and Kwik Trip!

NEW Zoo Operations Report: November 2015

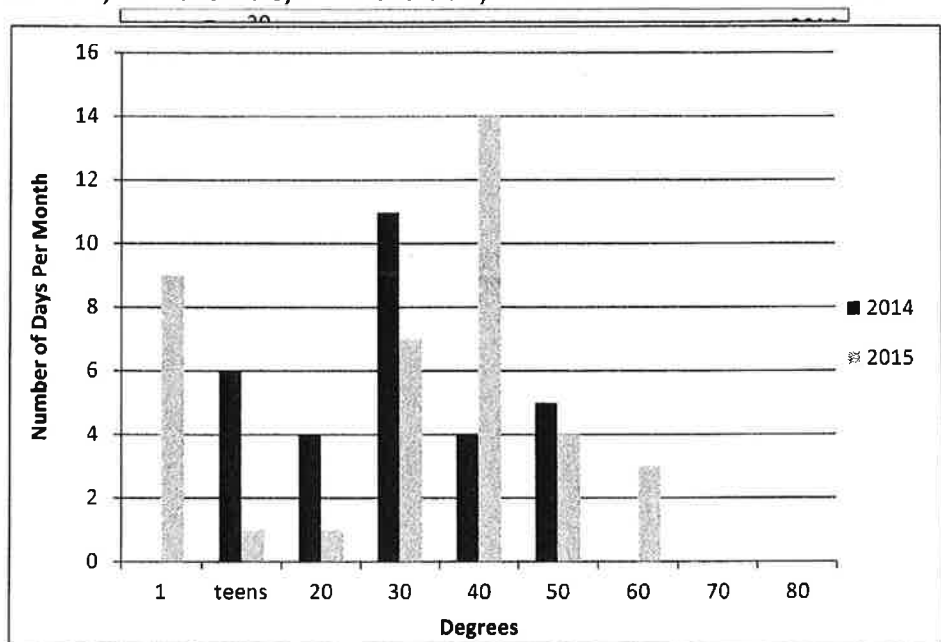
Noteworthy:

Average Temperature recorded at the zoo in November 2015 = 42 °F

1 in the 10's, 1 in the 20's, 7 in the 30's, 14 in the 40's, 4 in the 50's, 3 in the 60's

Average Temperature recorded at the zoo in November 2014 = 32 °F

6 in the 10's, 4 in the 20's, 11 in the 30's, 4 in the 40's and 5 in the 50's



Lowest temperature for period in Nov. 2015: 19°F Highest Temp: 67°F

Lowest temperature for period in Nov. 2014: 11°F Highest Temp: 52°F

November

- 3,226 guests visited the Zoo in Nov. 2015, with 1521 guests in Nov. 2014
- Zoo Admissions are up by \$4,300 over last November with an increase of \$325 in the gift shop, + \$1500 in the Mayan, + \$3240 Zoo Passes
- Education is \$1625 less than November of last year
- Weather has had an effect on attendance. Last Nov. we had no rainy days, but only 4 sunny, 4 snowy and 22 overcast. This Nov. we had 2 rainy days, 12 sunny days, and 16 overcast. Lots of sunshine helps!
- We have met and slightly surpassed our year end attendance goal of 230,000, and have surpassed year end revenue goals in the Gift Shop & Mayan
- Zoo passes are ahead of last year to date by \$5723

Gift Shop, Mayan and Admissions Revenue **Monthly Revenue November**

Day	Date	Gift Shop	Concessions	Zoo Admissions	Adventure	Vending	Zoo Pass	Education	Donation	Cons. Fun	Special Event	Attend.	Temp	Weather
sun	1	39.25	143.47	820.00	-	143.94	65.00	-	-	2.25	-	222	54	1
mon	2	77.92	117.78	312.50	-	90.98	65.00	-	-	1.31	-	126	54	1
tues	3	138.31	327.86	839.00	-	239.88	130.00	-	-	3.60	-	306	64	1
wed	4	318.57	479.31	947.00	-	269.26	-	-	-	1.15	-	368	67	1
thu	5	140.36	260.55	635.00	-	136.88	-	-	-	1.10	-	224	64	2
fri	6	43.55	46.53	382.00	-	86.98	185.00	-	-	1.01	-	83	43	2
sat	7	119.49	204.04	990.50	-	135.95	55.00	-	-	1.17	-	242	38	2
sun	8	72.77	128.43	777.00	-	189.83	65.00	-	-	1.50	-	199	49	1
mon	9	41.21	32.97	202.00	-	85.96	260.00	-	-	3.75	54,064.00	75	45	1
tues	10	42.98	39.14	284.00	-	25.00	65.00	200.00	-	-	-	84	43	2
wed	11	21.99	137.00	269.00	-	59.01	195.00	-	-	-	-	126	45	2
thu	12	-	13.57	12.00	-	3.00	-	-	-	-	2,152.00	6	45	2
fri	13	21.91	39.38	103.00	-	21.00	-	-	-	-	-	23	40	2
sat	14	80.79	209.92	1,151.50	-	127.48	130.00	-	-	0.25	-	262	50	1
sun	15	86.23	285.88	767.00	-	184.99	-	-	-	5.54	-	241	55	1
mon	16	-	36.83	338.00	-	91.43	-	-	-	49.06	-	115	47	2
tues	17	70.86	2.33	26.00	-	8.90	650.00	50.00	-	-	-	7	45	3
wed	18	-	0.25	93.00	-	10.00	-	60.00	-	-	-	16	49	2
thu	19	-	14.40	42.00	-	9.00	430.00	-	-	0.50	-	6	40	2
fri	20	31.90	31.85	91.00	-	41.00	190.00	-	-	-	-	33	40	2
sat	21	16.76	27.90	114.00	-	41.01	290.00	-	-	-	-	54	34	2
sun	22	27.28	13.08	101.00	-	30.01	65.00	-	-	0.50	-	37	19	1
mon	23	16.79	29.87	119.00	-	23.00	400.00	-	-	-	-	29	36	2
tues	24	-	77.75	224.00	-	44.99	195.00	-	-	-	-	51	42	1
wed	25	50.47	39.02	163.00	-	53.99	110.00	-	-	50.81	-	43	36	2
thu	26	38.02	52.75	100.00	-	2.00	-	-	-	-	-	17	36	3
fri	27	14.66	117.03	306.50	-	84.00	130.00	50.00	-	-	-	74	34	2
sat	28	40.11	74.04	331.00	-	58.01	380.00	-	-	1.25	-	77	30	1
sun	29	164.02	29.43	251.00	-	54.99	130.00	-	-	1.72	-	74	29	1
mon	30	7.86	29.13	-	-	5.99	1,040.00	-	261.00	-	3,576.00	6	40	2
		-	-	-	-	-	-	-	-	-	-	0	0	0
Total		\$1,724.06	\$ 3,041.49	\$ 10,791.00	\$ -	\$ 2,358.46	\$ 5,225.00	\$ 360.00	\$ 261.00	\$126.47	\$ 59,792.00	3,226	42	

Temp and

Weather Key: 1 = Sunny 2 = Overcast 3 = Rain 4 = Snow
 Vending Consists: Stroller, Animal Feed, Giraffe, Pepsi, Carousel, Train, Penny Press, Hurricane Simulator, Footsie Wootsie, Tele

**NEW ZOO
GIFT SHOP, MAYAN
ZOO PASS REVENUE**

**2015 REPORT
2013, 2014 2015**

Paws & Claws Gift Shop	2013	2014	2015	(-)/(+)	2013	2014	2015
					PER CAP	PER CAP	PER CAP
January	\$ 1,055.77	\$ 557.40	\$ 1,149.47	\$ 592.07	\$1.06	\$1.26	0.87147081
February	\$ 1,251.19	\$ 669.96	\$ 1,157.14	\$ 487.18	\$1.45	\$1.25	2.05166667
March	\$ 6,410.95	\$ 4,715.11	\$ 8,770.88	\$ 4,055.77	\$1.07	\$0.96	1.05673253
April	\$ 13,203.95	\$ 10,948.35	\$ 26,629.51	\$ 15,681.16	\$1.26	\$0.82	1.25032914
May	\$ 39,997.32	\$ 37,175.92	\$ 48,037.15	\$ 10,861.23	\$1.08	\$0.92	1.45805712
June	\$ 47,174.03	\$ 44,177.86	\$ 49,886.85	\$ 5,708.99	\$1.08	\$1.01	1.23153081
July	\$ 45,434.44	\$ 50,198.70	\$ 51,691.83	\$ 1,493.13	\$1.19	\$1.03	1.30891902
August	\$ 44,070.13	\$ 45,949.76	\$ 55,120.22	\$ 9,170.46	\$1.06	\$0.99	1.32596151
September	\$ 16,987.95	\$ 11,962.04	\$ 17,149.37	\$ 5,187.33	\$0.94	\$0.73	93%
October	\$ 11,447.06	\$ 8,872.02	\$ 8,191.75	\$ (680.27)	\$0.58	\$0.38	0.33788772
November	\$ 2,392.94	\$ 1,398.38	1724	\$ 325.68	\$1.37	\$0.92	0.53442653
December	\$ 1,049.37	\$ 2,611.88			\$1.29	\$1.47	
TOTAL	\$ 230,475.10	\$ 219,237.38	\$ 269,508.23	\$ 52,882.73	\$ 1.05	\$0.91	1.16208915

Mayan Taste of Tropic	2013	2014	2015	(-)/(+)	2013	2014	2015
					PER CAP	PER CAP	PER CAP
January	\$ 1,437.87	\$ 698.79	\$ 1,329.18	\$ 630.39	\$1.44	\$1.58	1.00771797
February	\$ 1,376.70	\$ 934.03	\$ 800.69	\$ (133.34)	\$1.60	\$1.74	1.41966312
March	\$ 4,238.14	\$ 5,601.97	\$ 8,290.85	\$ 2,688.88	\$0.71	\$1.14	0.99889759
April	\$ 12,214.97	\$ 12,402.26	\$ 28,478.23	\$ 16,075.97	\$1.16	\$0.92	1.33713166
May	\$ 38,989.01	\$ 47,658.53	\$ 42,452.78	\$ (5,205.75)	\$1.05	\$1.18	1.28855643
June	\$ 51,184.40	\$ 55,471.02	\$ 54,604.30	\$ (866.72)	\$1.17	\$1.26	1.34798805
July	\$ 48,408.14	\$ 65,770.40	\$ 58,923.33	\$ (6,847.07)	\$1.27	\$1.50	1.49203206
August	\$ 54,204.81	\$ 56,141.00	\$ 54,586.88	\$ (1,554.12)	\$1.31	\$1.21	1.31313159
September	\$ 22,329.62	\$ 21,067.21	\$ 23,541.45	\$ 2,474.24	\$1.24	\$1.28	1.27595935
October	\$ 17,184.31	\$ 20,106.38	\$ 16,667.26	\$ (3,439.12)	\$0.87	\$0.86	0.68747979
November	\$ 2,288.80	\$ 1,510.15	\$ 3,041.49	\$ 1,531.34	\$1.31	\$0.99	0.94280533
December	\$ 895.70	\$ 2,054.59			\$1.10	\$1.16	
TOTAL	\$ 254,752.47	\$ 289,416.33	\$ 292,716.44	\$ 5,354.70	\$ 1.16	\$1.20	1.26216034

ZOO PASS					
MONTH	2013	2014	2015	(-)/(+)	
January	\$ 2,538.00	\$ 881.00	\$ 1,988.00	\$ 1,107.00	
February	\$ 2,431.00	\$ 2,302.00	\$ 2,320.00	\$ 18.00	
March	\$ 11,066.00	\$ 12,801.00	\$ 15,290.00	\$ 2,489.00	
April	\$ 19,401.00	\$ 21,763.00	\$ 30,070.00	\$ 8,307.00	
May	\$ 25,115.00	\$ 33,474.00	\$ 25,259.00	\$ (8,215.00)	
June	\$ 20,309.00	\$ 26,236.00	\$ 26,080.00	\$ (156.00)	
July	\$ 13,361.00	\$ 15,973.00	\$ 15,858.00	\$ (115.00)	
August	\$ 8,702.00	\$ 11,142.00	\$ 9,851.00	\$ (1,291.00)	
September	\$ 6,526.00	\$ 5,512.00	\$ 5,228.00	\$ (284.00)	
October	\$ 3,255.00	\$ 3,007.00	\$ 3,630.00	\$ 623.00	
November	\$ 3,075.00	\$ 1,985.00	\$ 5,225.00	\$ 3,240.00	
December	\$ 10,531.00	\$ 16,351.00			
TOTAL	\$ 126,310.00	\$ 151,427.00	\$ 140,799.00	\$ 5,723.00	

15

NEW ZOO
ADMISSIONS REVENUE ATTENDANCE
2015 REPORT
2013, 2014 2015

ATTENDANCE

MONTH	2013	2014	2015
January	999	442	1319
February	861	537	564.00
March	5,989	4,910	8300.00
April	10,499	13,425	21298.00
May	37,075	40,506	32946.00
June	43,835	43,858	40508.00
July	38,029	48,534	39,492
August	41,427	46,458	41570.00
September	18,024	16,459	18450.00
October	19,672	23,299	24244.00
November	1,752	1,521	3226.00
December	811	1,777	
TOTAL	218,973	241,726	231917.00

ADMISSION & DONATIONS

MONTH	2013	2013		2014		2015		2015		2013		2014		2015	
		ADMISSIONS	DONATION BIN	ADMISSIONS	DONATION BIN	ADMISSIONS	DONATION BIN	ADMISSIONS	DONATION BIN	PER CAP	PER CAP	PER CAP	PER CAP	PER CAP	PER CAP
January	1,520.87		53.76	896.00	127.62	2,312.00	-	1416.00	-	\$1.52	\$1.52	\$2.03	\$1.75284		
February	1,517.10		-	1,112.00	3.00	1,124.00	-	12.00	-	\$1.76	\$1.76	\$2.07	1.99291		
March	16,111.68		89.46	16,242.50	30.36	27,856.00		11613.50		\$2.69	\$2.69	\$3.31	3.356145		
April	40,458.27		106.03	41,931.50	-	84,316.50	166.91	42,385.00	166.91	\$3.85	\$3.85	\$3.12	3.958893		3.9589
May	135,610.19		259.08	181,412.00	615.29	150,906.00	659.86	30,506.00	659.86	\$3.66	\$3.66	\$4.48	4.5804		
June	167,307.94		847.96	201,002.10	510.02	187,551.00	183.92	13,451.10	183.92	\$3.82	\$3.82	\$4.58	4.62997		
July	155,324.26		408.00	232,705.50	948.94	187,816.50	156.76	44,889.00	156.76	\$4.08	\$4.08	\$4.79	4.75581		
August	164,161.23		680.83	210,093.00	1,572.95	171,866.00	40.00	(38227.00)	40.00	\$3.96	\$3.96	\$4.52	4.13438		
September	67,574.00		-	71,385.50	-	99,668.00		28282.50		\$3.75	\$3.75	\$4.34	5.40206		
October	70,718.00		519.88	101,361.50	799.73	106,198.00	231.05	4836.50	231.05	\$3.59	\$3.59	\$4.35	4.38038		
November	6,580.00		-	6,484.50	177.86	10,791.00	261.00	4306.50	261.00	\$3.76	\$3.76	\$4.26	3.34501		
December	2,680.81		10.00	5,776.00	-					\$3.31	\$3.31	\$3.25			
TOTAL	\$829,564.35		\$2,975.00	\$1,070,402.10	\$4,785.77	\$1,030,405.00	\$1,699.50	(34221.10)	\$1,699.50	\$3.79	\$3.79	\$4.43	4.44299		

15

NEW Zoo Maintenance Report

December 2015

Jerry Vincent

- **Main Projects:**
- **Worked with Vetran tree service and removed several problem trees and cleaned up dead limbs that could pose a danger to customers and staff.**
- **Ground out 28 stumps throughout the zoo.**
- **Performed interviews for the housekeeper/landscape position.**
- **Poured a 100 ft long concrete pad along the inner wolf fence.**
- **Replaced sections of flooring in the giraffe stall to prevent injury.**
- **Ran a new 240 volt line into the duiker holding area and installed an electric heater.**
- **Made repairs to the penguin rooftop furnace unit.**
- **Had Christmas décor steam cleaned for the event.**
- **Poured a concrete trench to guard the bottom of fence in wolf.**
- **Replaced bent up fence at bear.**
- **Prepped the animal kitchen for new flooring and paint.**
- **Salvage old lights from animal hospital renovation and stored away.**
- **Replaced 30 ft of chain link fence at bear.**
- **Gathered bids for new clear giraffe window.**
- **Raked and cleaned up debris around ponds and exhibits.**
- **Interviewed for the new housekeeper/landscape position.**
- **Made weighted buckets filled with cement to hold down event tents.**
- **Completed monthly work orders.**
- **Cleaning and organization of the shop and storage areas.**

NEW ZOO

Brown County

4418 REFORESTATION ROAD
GREEN BAY, WISCONSIN 54313

PHONE (920) 662-2405
E-MAIL KAWSKI_AJ@CO.BROWN.WI.US



ANGELA KAWSKI-KROENING

EDUCATION & VOLUNTEER PROGRAMS COORDINATOR

NEW ZOO & ADVENTURE PARK EDUCATION AND VOLUNTEER PROGRAMS REPORT NOVEMBER 2015

Volunteer Hours

November 2015		November 2014
--	Education	8.25
128.75	Giraffe Stand	129.25
53.75	Husbandry	40
24.75	Office Helper	8.25
143.25	Special Projects	23.25
5	Zoo Watch	--
355.5	Total Hours	209.0

Intern Hours

5 Education Department Interns

Total hours: 258.25 versus 112.25 hours in 2014

Off-site Programs (Zoomobiles)

None

Total Amount: \$0 versus \$0 in 2014

On-site Programs

11-14 → Wild Encounter Programs: \$200

11-18 → Vet Tour Program

Total Amount: \$260 versus \$693 in 2014

Things to Note

- Last year, programs were scheduled throughout November on weekends because we were originally supposed to have the Zoo Educator working; this year, we planned accordingly to schedule programs while Zoo Educator was on-site; her last day was Oct 30th
- Attended regular BAMVS meeting on 11-11; Education Coordinator voted as Vice President of BAMVS for the 2016 year
- Volunteer Orientation on 11-14 and Giraffe Volunteer Orientation on 11-17
- Began recruitment for Volunteer Coverage for Holiday Fest event in December

NEW Zoo Openings Summary

To: Oversight Committee

From: NEW Zoo

Position	Vacancy Date	Reason for Leaving	Fill or Hold	Unfilled Reason
LTE Husbandry Assistant	11/21/2015	Career/Job ChangeWage	Fill – applications are being reviewed	

Ex: Transfer, Wage, Working Conditions

Animal Collection Report

January 2016

Mother and daughter Red Wolves have been separated from the 4 males in the pack for the duration of the February through March breeding season. Because this species is so critically endangered (current estimates are about 50 animals remaining in the wild and about 200 in the captive breeding population), breeding separation is the only acceptable form of birth control. Other methods of birth control carry risks to long term fertility. Even very small risks are not tolerable when so few individuals of a species exist. Some might wonder why we would want to limit breeding at all if the species is at such a low population mark. As with many other species being bred in zoos, available space is the main limiting factor. With only 45 zoos and nature centers housing the captive red wolf population, space is limited. The wild release portion of the USFWS Red Wolf Recovery Program was put on hiatus in 2014 and the program is currently under review. This means that for the time being, captive bred wolves must remain in captivity. In the past year, two young wolves from the NEW Zoo have joined mates at other zoos but 4 of the "pups" born in 2014 are still living with the pack. Our exhibit is not large enough to accommodate another litter of pups. Fortunately, because they produced many pups (both here and with other mates before they came to the NEW Zoo), Tamaska and Mayo are well represented in the captive gene pool. Every year, the red wolf SSP meets to determine which individual wolves are most important to the continued survival of the species and makes decisions about where space is available and which wolves are most needed to breed. One of the best reasons to visit AZA accredited zoos is because your patronage is essential to providing the resources it takes to sustain important breeding programs like this one.

On January 19th, staff and volunteers at the NEW Zoo experienced a tragic event. At approximately 2:30pm, Zookeepers found 2 year old male red panda Zhin- Li unresponsive in his exhibit. He had been eating and behaving normally earlier in the day and there were no signs of physical trauma evident. He was rushed to the vet clinic where the veterinary staff and zookeepers worked for 3 hours to stabilize his blood pressure and heart rate. Although he showed incremental signs of improvement, he never fully regained consciousness. He died at 6:30 that evening. An extensive post mortem exam did not reveal an obvious explanation for the sudden death. The veterinarian is still awaiting the results of lab tests that we hope will provide further information. Female Qiji remains on exhibit and appears to be in good health.

In happier news, Norman, a recently acquired Killdeer, joined Elmer, the elderly black-necked stilt in his exhibit. Elmer had lost his companion several months ago and seemed lonely. Because no black-necked stilts were available from other zoos, we decided to look for another species of compatible shorebird. A wildlife rehabilitation facility in the state was looking for a home for an unreleasable killdeer (permanent damage from a broken wing). Although black-necked stilts are quite a bit larger than killdeer, we expected that Elmer's gentle nature would allow for a good relationship. The two have become best buddies quickly.

NEW ZOO
ADMISSIONS REVENUE ATTENDANCE
2015 REPORT
2013, 2014 2015

ATTENDANCE

MONTH	2013	2014	2015
January	999	442	1319
February	861	537	564.00
March	5,989	4,910	8300.00
April	10,499	13,425	21298.00
May	37,075	40,506	32946.00
June	43,835	43,858	40508.00
July	38,029	48,534	39,492
August	41,427	46,458	41570.00
September	18,024	16,459	18450.00
October	19,672	23,299	24244.00
November	1,752	1,521	3226.00
December	811	1,777	1699.00
TOTAL	218,973	241,726	233616.00

ADMISSION & DONATIONS

MONTH	2013	2013		2014		2015		2015		2013		2014		2015	
		ADMISSIONS	DONATION BIN	ADMISSIONS	DONATION BIN	ADMISSIONS	DONATION BIN	ADMISSIONS	DONATION BIN	PER CAP	PER CAP	PER CAP	PER CAP	PER CAP	PER CAP
January	1,520.87		53.76	896.00	127.62	2,312.00	-	1416.00	-	\$1.52	\$2.03	\$1.52	\$2.03	\$1.75284	
February	1,517.10		-	1,112.00	3.00	1,124.00	-	12.00	-	\$1.76	\$2.07	\$1.76	\$2.07	1.99291	
March	16,111.68		89.46	16,242.50	30.36	27,856.00	-	11613.50	-	\$2.69	\$3.31	\$2.69	\$3.31	3.356145	
April	40,458.27		106.03	41,931.50	-	84,316.50	166.91	42,385.00	166.91	\$3.85	\$3.12	\$3.85	\$3.12	3.958893	
May	135,610.19		259.08	181,412.00	615.29	150,906.00	659.86	30,506.00	659.86	\$3.66	\$4.48	\$3.66	\$4.48	4.5804	
June	167,307.94		847.96	201,002.10	510.02	187,551.00	183.92	13,451.10	183.92	\$3.82	\$4.58	\$3.82	\$4.58	4.62997	
July	155,324.26		408.00	232,705.50	948.94	187,816.50	156.76	44,889.00	156.76	\$4.08	\$4.79	\$4.08	\$4.79	4.75581	
August	164,161.23		680.83	210,093.00	1,572.95	171,866.00	40.00	(38227.00)	40.00	\$3.96	\$4.52	\$3.96	\$4.52	4.13438	
September	67,574.00		-	71,385.50	-	99,668.00	-	28282.50	-	\$3.75	\$4.34	\$3.75	\$4.34	5.40206	
October	70,718.00		519.88	101,361.50	799.73	106,198.00	231.05	4836.50	231.05	\$3.59	\$4.35	\$3.59	\$4.35	4.38038	
November	6,580.00		-	6,484.50	177.86	10,791.00	261.00	4306.50	261.00	\$3.76	\$4.26	\$3.76	\$4.26	3.34501	
December	2,680.81		10.00	5,776.00	-	5,861.50	219.42	85.50	219.42	\$3.31	\$3.25	\$3.31	\$3.25	3.44997	
TOTAL	\$829,564.35		\$2,975.00	\$1,070,402.10	\$4,785.77	\$1,036,266.50	\$1,918.92	(34135.60)	\$1,918.92	\$3.79	\$4.43	\$3.79	\$4.43	4.43577	3.9589

15

**NEW ZOO
GIFT SHOP, MAYAN
ZOO PASS REVENUE**

**2015 REPORT
2013, 2014 2015**

					2013	2014	2015
					PER	PER	PER
Paws & Claws					CAP	CAP	CAP
Gift Shop	2013	2014	2015	(-)/(+)			
January	\$ 1,055.77	\$ 557.40	\$ 1,149.47	\$ 592.07	\$1.06	\$1.26	0.87147081
February	\$ 1,251.19	\$ 669.96	\$ 1,157.14	\$ 487.18	\$1.45	\$1.25	2.05166667
March	\$ 6,410.95	\$ 4,715.11	\$ 8,770.88	\$ 4,055.77	\$1.07	\$0.96	1.05673253
April	\$ 13,203.95	\$ 10,948.35	\$ 26,629.51	\$ 15,681.16	\$1.26	\$0.82	1.25032914
May	\$ 39,997.32	\$ 37,175.92	\$ 48,037.15	\$ 10,861.23	\$1.08	\$0.92	1.45805712
June	\$ 47,174.03	\$ 44,177.86	\$ 49,886.85	\$ 5,708.99	\$1.08	\$1.01	1.23153081
July	\$ 45,434.44	\$ 50,198.70	\$ 51,691.83	\$ 1,493.13	\$1.19	\$1.03	1.30891902
August	\$ 44,070.13	\$ 45,949.76	\$ 55,120.22	\$ 9,170.46	\$1.06	\$0.99	1.32596151
September	\$ 16,987.95	\$ 11,962.04	\$ 17,149.37	\$ 5,187.33	\$0.94	\$0.73	93%
October	\$ 11,447.06	\$ 8,872.02	\$ 8,191.75	\$ (680.27)	\$0.58	\$0.38	0.33788772
November	\$ 2,392.94	\$ 1,398.38	1724	\$ 325.68	\$1.37	\$0.92	0.53442653
December	\$ 1,049.37	\$ 2,611.88	\$ 1,061.37	\$ (1,550.51)	\$1.29	\$1.47	0.62470277
TOTAL	\$ 230,475.10	\$ 219,237.38	\$ 270,569.60	\$ 51,332.22	\$ 1.05	\$0.91	1.15818095

					2013	2014	2015
					PER	PER	PER
Mayan					CAP	CAP	CAP
Taste of Tropic	2013	2014	2015	(-)/(+)			
January	\$ 1,437.87	\$ 698.79	\$ 1,329.18	\$ 630.39	\$1.44	\$1.58	1.00771797
February	\$ 1,376.70	\$ 934.03	\$ 800.69	\$ (133.34)	\$1.60	\$1.74	1.41966312
March	\$ 4,238.14	\$ 5,601.97	\$ 8,290.85	\$ 2,688.88	\$0.71	\$1.14	0.99889759
April	\$ 12,214.97	\$ 12,402.26	\$ 28,478.23	\$ 16,075.97	\$1.16	\$0.92	1.33713166
May	\$ 38,989.01	\$ 47,658.53	\$ 42,452.78	\$ (5,205.75)	\$1.05	\$1.18	1.28855643
June	\$ 51,184.40	\$ 55,471.02	\$ 54,604.30	\$ (866.72)	\$1.17	\$1.26	1.34798805
July	\$ 48,408.14	\$ 65,770.40	\$ 58,923.33	\$ (6,847.07)	\$1.27	\$1.50	1.49203206
August	\$ 54,204.81	\$ 56,141.00	\$ 54,586.88	\$ (1,554.12)	\$1.31	\$1.21	1.31313159
September	\$ 22,329.62	\$ 21,067.21	\$ 23,541.45	\$ 2,474.24	\$1.24	\$1.28	1.27595935
October	\$ 17,184.31	\$ 20,106.38	\$ 16,667.26	\$ (3,439.12)	\$0.87	\$0.86	0.68747979
November	\$ 2,288.80	\$ 1,510.15	\$ 3,041.49	\$ 1,531.34	\$1.31	\$0.99	0.94280533
December	\$ 895.70	\$ 2,054.59	\$ 1,480.94	\$ (573.65)	\$1.10	\$1.16	0.87165391
TOTAL	\$ 254,752.47	\$ 289,416.33	\$ 294,197.38	\$ 4,781.05	\$ 1.16	\$1.20	1.25932034

ZOO PASS						
MONTH	2013	2014	2015	(-)/(+)		
January	\$ 2,538.00	\$ 881.00	\$ 1,988.00	\$ 1,107.00		
February	\$ 2,431.00	\$ 2,302.00	\$ 2,320.00	\$ 18.00		
March	\$ 11,066.00	\$ 12,801.00	\$ 15,290.00	\$ 2,489.00		
April	\$ 19,401.00	\$ 21,763.00	\$ 30,070.00	\$ 8,307.00		
May	\$ 25,115.00	\$ 33,474.00	\$ 25,259.00	\$ (8,215.00)		
June	\$ 20,309.00	\$ 26,236.00	\$ 26,080.00	\$ (156.00)		
July	\$ 13,361.00	\$ 15,973.00	\$ 15,858.00	\$ (115.00)		
August	\$ 8,702.00	\$ 11,142.00	\$ 9,851.00	\$ (1,291.00)		
September	\$ 6,526.00	\$ 5,512.00	\$ 5,228.00	\$ (284.00)		
October	\$ 3,255.00	\$ 3,007.00	\$ 3,630.00	\$ 623.00		
November	\$ 3,075.00	\$ 1,985.00	\$ 5,730.00	\$ 3,745.00		
December	\$ 10,531.00	\$ 16,351.00	\$ 14,950.00	\$ (1,401.00)		
TOTAL	\$ 126,310.00	\$ 151,427.00	\$ 156,254.00	\$ 4,827.00		

Gift Shop, Mayan and Admissions Revenue Monthly Revenue December

Day	Date	Gift Shop	Concessions	Zoo Admissions	Adventure	Vending	Zoo Pass	Education	Donation	Cons. Fund	Special Eve	Attend.	Temp	Weather
tues	1	7.86	16.43	24.00	-	22.99	895.00	-	-	-	-	4	40	3
wed	2	-	30.76	17.00	-	20.96	125.00	22.00	-	0.15	-	5	35	2
thu	3	-	8.55	26.00	-	1.00	130.00	-	-	-	-	9	37	1
fri	4	15.56	-	64.00	-	21.51	1,425.00	-	-	-	-	43	38	1
sat	5	109.66	149.90	783.50	-	165.97	65.00	-	-	3.52	-	201	35	2
sun	6	76.05	36.92	272.00	-	42.49	385.00	-	-	0.69	-	97	41	2
mon	7	51.90	17.61	7.00	-	18.00	985.00	70.00	-	-	-	22	38	3
tues	8	33.04	37.57	10.00	-	4.00	565.00	-	-	-	-	8	36	2
wed	9	30.08	84.07	203.00	-	35.01	-	-	-	-	-	65	50	2
thu	10	36.68	76.39	122.00	-	38.01	810.00	-	-	1.25	-	80	51	1
fri	11	43.94	92.98	81.00	-	37.00	445.00	-	-	2.27	-	49	42	2
sat	12	196.55	328.39	1,754.00	-	217.95	445.00	-	-	3.02	-	502	43	2
sun	13	-	14.63	107.00	-	11.00	-	-	-	-	-	23	50	3
mon	14	-	15.53	14.00	-	-	1,000.00	-	160.06	-	-	2	47	3
tues	15	18.34	16.20	184.00	-	5.99	475.00	400.00	-	-	-	37	30	2
wed	16	-	14.50	28.00	-	880.64	65.00	-	-	2.01	-	4	45	3
thu	17	7.86	13.79	14.00	-	-	1,040.00	88.00	-	-	-	2	27	2
fri	18	-	22.68	14.00	-	2.49	950.00	-	-	-	-	4	25	2
sat	19	27.28	16.82	92.00	-	15.99	390.00	-	-	-	-	17	25	2
sun	20	60.33	33.14	77.00	-	11.00	260.00	-	-	-	-	38	31	1
mon	21	16.25	13.04	171.00	-	6.00	1,600.00	275.00	-	1.00	-	32	35	3
tues	22	37.80	66.36	96.00	-	24.99	-	250.00	-	-	-	28	31	2
wed	23	18.35	49.49	73.00	-	11.00	1,490.00	-	59.36	0.50	-	20	35	3
thu	24	20.98	9.41	159.00	-	23.99	195.00	-	-	-	-	34	30	2
fri	25	29.90	88.34	249.00	-	43.00	-	-	-	0.50	-	62	37	1
sat	26	24.40	60.74	430.00	-	92.00	185.00	-	-	0.19	-	106	30	3
sun	27	47.73	26.22	134.00	-	23.00	-	-	-	-	-	46	37	2
mon	28	-	59.60	334.00	-	44.00	845.00	-	-	0.60	-	67	27	4
tues	29	26.74	-	21.00	-	5.00	-	17.00	-	-	-	3	28	2
wed	30	99.97	58.12	150.00	-	48.00	120.00	-	-	-	-	52	30	4
thur	31	24.12	22.76	151.00	-	40.00	60.00	-	-	1.00	-	37	30	2
Total		\$1,061.37	\$ 1,480.94	\$ 5,861.50	\$ -	\$ 1,912.98	\$14,950.00	\$1,122.00	\$ 219.42	\$ 16.70	\$ -	1,699	36	

Weather Ke 1 = Sunny 2 = Overcast 3 = Rain 3 = Rain 4 = Snow

Vending Consists: Stroller, Animal Feed, Giraffe, Pepsi, Carousel, Train, Penny Press, Hurricane Simulator, Footsie Wootsie, Telescope

NEW Zoo Operations Report: December 2015

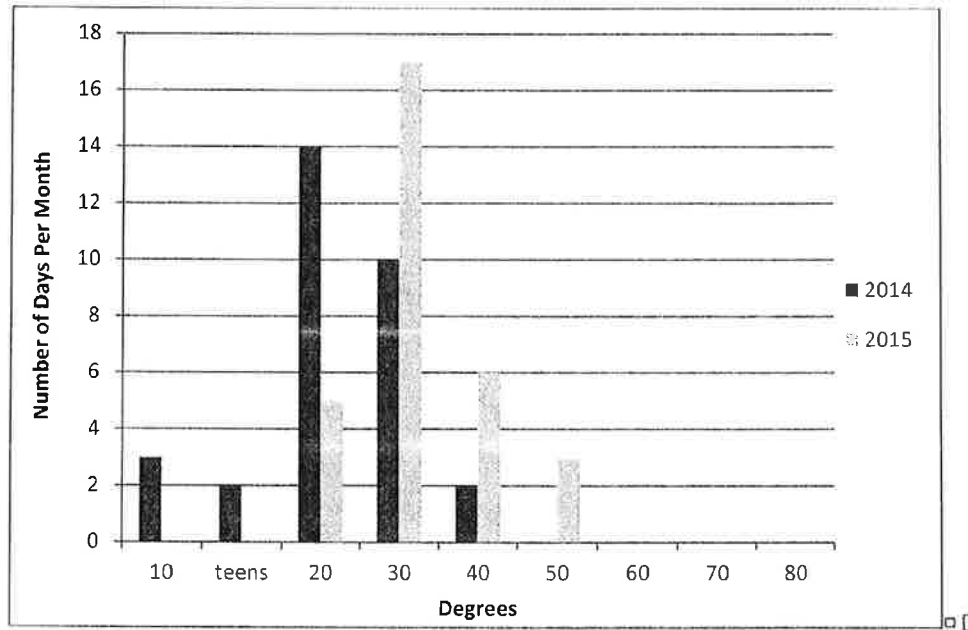
Noteworthy:

Average Temperature recorded at the zoo in {December 2015} = 36°F

0 in the single digits, 0 in the 10's, 5 in the 20's, 17 in the 30's, 6 in the 40's, 3 in the 50's

Average Temperature recorded at the zoo in {December 2014} = 27°F

3 in the single digits, 2 in the 10's, 14 in the 20's, 10 in the 30's and 2 in the 40's



Lowest temperature for period in Dec. 2015: 25°F Highest Temp: 51 °F

Lowest temperature for period in Dec. 2014: 0°F Highest Temp: 43 °F

December

- 1699 guests visited the Zoo in December – which gave us 2,616 more than our goal for the year. Attendance Goal: 231,000. Actual: 233, 616.
- Zoo pass sales for December 2015 were down slightly compared to last December, but still showed a year end increase of \$4,827 over 2014.
- We sold less in the Gift Shop and the Mayan compared to last December, but we still had an overall increase in sales by the end of the year. Gift Shop: \$51,332 more in sales than 2014, Mayan \$4781 more in sales than 2014.
- Holiday Fest this year saw a temperature of 23. Last year it was 35 on Holiday Fest Saturday.
- We secured a \$1000 naming rights sponsor for Holiday Fest this year. That was a first for this event. Thank you US Cellular!

End of Year Comparisons

- Per Caps 2015 Admissions - Goal: \$4.08. Actual: \$4.44.
- Year End Per Caps 2014 Admissions: \$4.43.
- Per Caps 2015 Gift Shop – Goal: \$1.01. Actual: \$1.58.
- Year End Per Caps 2014 Gift Shop: \$0.91.
- Per caps 2015 Mayan – Goal: \$1.11. Actual \$1.26.
- Year End Per Caps 2014 Mayan: \$1.20
- 2015 showed \$156,254 in Zoo Pass sales. We had \$151,427 Zoo Pass sales in 2014. An increase of \$4,827 over last year.

NEW ZOO

Brown County



4418 REFORESTATION ROAD
GREEN BAY, WISCONSIN 54313

PHONE (920) 862-2405
E-MAIL KAWSKI_AJ@CO.BROWN.WI.US

ANGELA KAWSKI-KROENING

EDUCATION & VOLUNTEER PROGRAMS COORDINATOR

NEW Zoo & Adventure Park EDUCATION AND VOLUNTEER PROGRAMS REPORT December 2015

Volunteer Hours

Dec 2015		Dec 2014
--	Education	8.75
140.75	Giraffe Stand	137.5
84.75	Husbandry	57.5
38.5	Office Help	23.75
141.75	Special Events	184.5
65.5	Special Projects	.5
--	Visitor Center	--
2.5	ZooWatch	--
473.75	Total Hours	412.5

Intern Hours

Five interns in December: 3 in Education, 1 in Volunteer Management, 1 in Marketing

Total: **175.75 hours** versus 62.5 hours in 2014

Off-Site Zoomobile Programs

No Zoomobiles → **\$0** versus \$0 in 2014

On-Site Programs

12-23 → Wild Encounter: Penguins	\$150	12-28 → Unlikely Artist Encounter	\$70
12-6 → Unlikely Artist Encounter	\$50	12-6 → Unlikely Artist Painting	\$17
Total: \$392		versus \$392 in 2014	

Things to Note

- ★ Interviewed candidates for Spring 2016 Internships
- ★ Successful volunteer turn-out and support for Holiday Fest event
- ★ Total estimated revenue earned by Education for 2015: **\$33,521** in Altru for programs PLUS \$6,670.63 for adoptions, for a total of **\$40,191.63** earned
Versus \$30,568 in 2014 and \$32,427.52 in 2013 and \$20,187.18 in 2012

NEW Zoo Maintenance Report

January 2016

- Performed snow removal and salting duties throughout the month
- Training with the new housekeeper position
- Ordered furnace filters and cleaning supplies.
- Reorganized the two storage rooms for cleaning supplies.
- Replaced the lion yard electric fencer.
- Replaced several light ballasts throughout the buildings.
- Closed out work orders for 2015.
- Replaced the compressor on the bass tank chiller
- Replaced the fan motor on the giraffe rebreather system.
- Replaced the lynx yard fencer.
- Made electrical repairs to the ski trail groomer
- Made repairs to a broken underground drain from the Riley building in two separate areas.
- Made repairs to the tortoise temp alarm.
- Repaired the otter electric fence.
- Replaced the sewage lift pump for the Riley building.
- Repaired the penny press machine.
- Deep cleaning of the facility restrooms.
- Ran a hardwired thermostat to the heater in the children's zoo barn.

NEW Zoo Openings Summary

To: Oversight Committee

From: NEW Zoo

Position	Vacancy Date	Reason for Leaving	Fill or Hold	Unfilled Reason
LTE Husbandry Assistant	11/21/2015	Career/Job Change/Wage	Fill - interviews conducted, position offered pending physical	

Ex: Transfer Wage Working Conditions

11/30/2015

	Annual Budget	YTD Budget	YTD %
Personnel	\$ 282,648	\$ 264,467	94%
Operations & Maintenance	\$ 659,223	\$ 607,478	92%
Outlay	\$ -	\$ -	0%
Public Charges	\$ 971,100	\$ 976,255	101%
Miscellaneous Revenue	\$ 58,500	\$ 72,646	124%

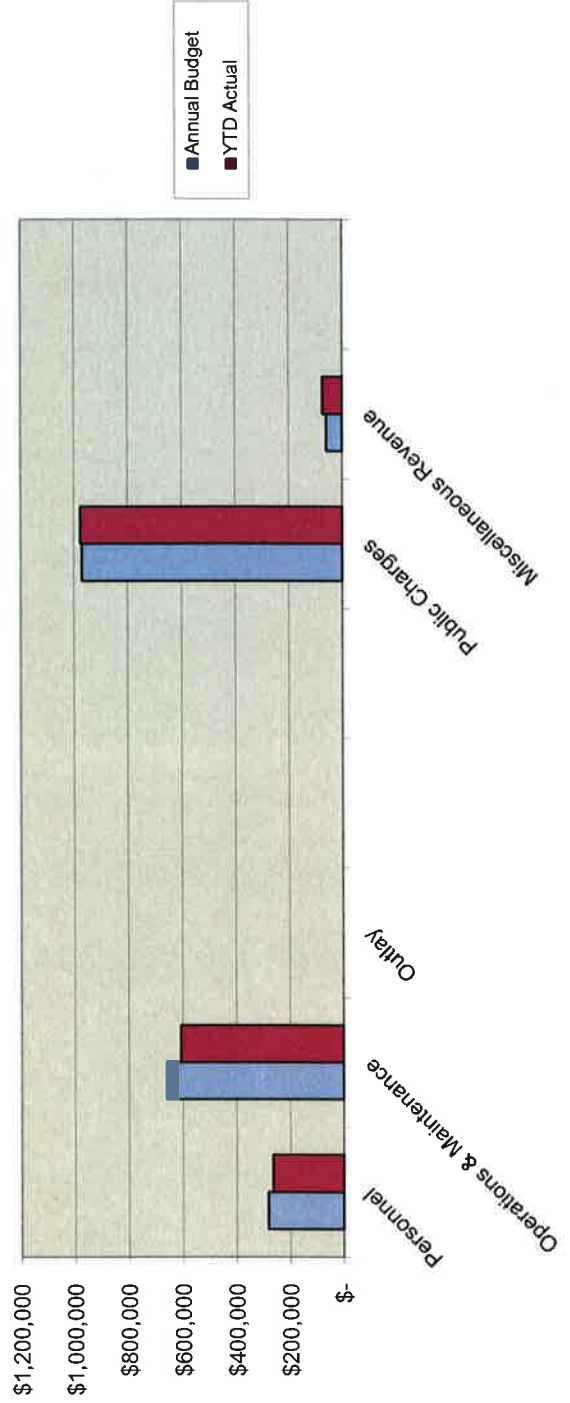
Public Charges consists of the following

Green Fees	\$ 680,000.00	\$ 664,537.00	98%
Cart Fees	\$ 200,000.00	\$ 227,358.00	114%
Concessions	\$ 90,000.00	\$ 83,275.00	93%

HIGHLIGHTS:

The Golf Course is a seasonal operation that operates April through November. All expenses and revenues are well within budgeted amounts.

Golf Course Budget Analysis November 30, 2015



Golf Course Superintendent's Report

February 4th, 2016

During the month of January here are a few highlights of things that were done:

1. Golf Course Update
 - a. Golf Course is Closed
 - i. Closed on November 15, 2015
 - ii. We do not allow cross country skiing or snow shoeing
2. Golf Course January Maintenance
 - a. Scouting has begun
 - i. Roughly 10 inches of snow cover
 - ii. No ice has been spotted
 - iii. At the present time everything looks good
 - b. Tree removal around 2 green
 - c. Equipment maintenance is underway
 - d. New Greens Mowers have been ordered
3. Upcoming Projects and Maintenance
 - a. Tree trimming and removal
 - b. Equipment oil changes and repair
 - c. Hopefully we will get pond on #17 dug deeper and a fountain installed

Museum

Budget Status Report (Unaudited) 1/7/16 Ed & Rec

	Adopted Budget	YTD Actual	YTD Percentage	Comments:
Property Taxes	\$ 833,416	\$ 763,965	91.7%	
Intergov Revenue	\$ 25,000	\$ -	0.0%	
Public Charges	\$ 163,475	\$ 86,589	53.0%	
Miscellaneous/ Donation Revenue	\$ 246,000	\$ 192,972	78.4%	
Other Financing Sources	\$ 74,000	\$ 24,000	32.4%	
Personnel Costs	\$ 596,423	\$ 466,783	78.3%	
Operating Expenses	\$ 745,468	\$ 575,153	77.2%	
Outlay	\$ -	\$ -	#DIV/0!	

Comments:

Public Charges: include gate, photo sales, vending and room rental.

Other Financing: intratund transfer for Master Planning. \$74,000 carry over to FY15

Miscellaneous Revenue: includes NPMF funds for exhibits and programs.

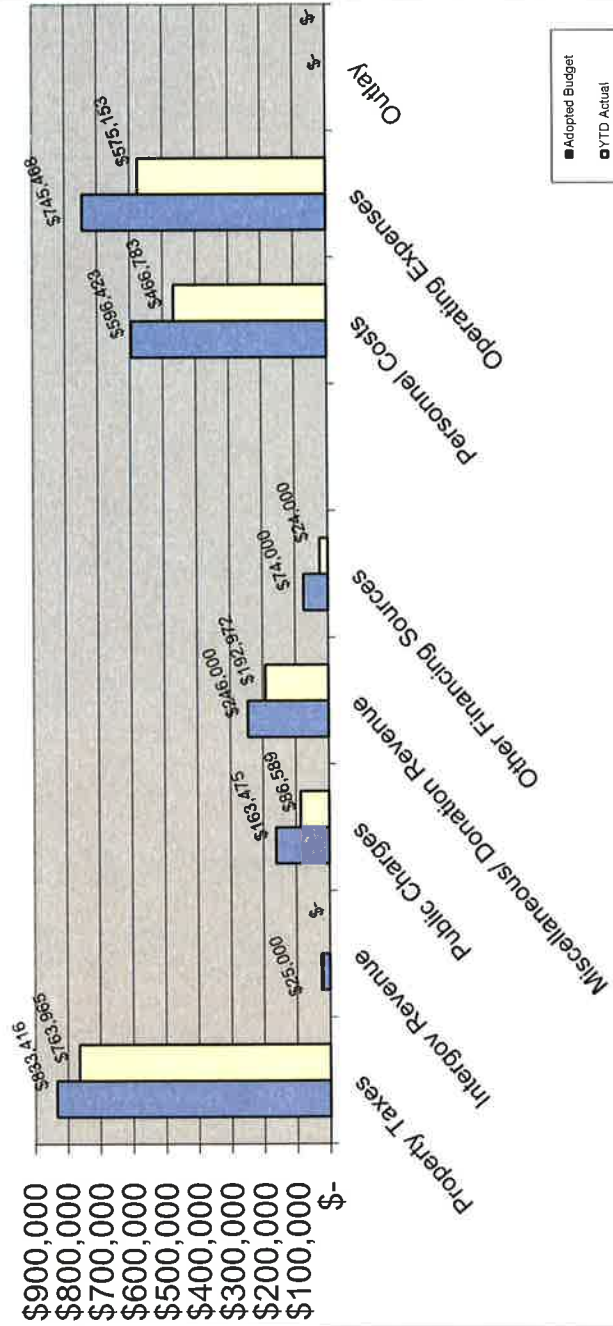
NPMF uses Intra-county expense Copy Center

charge back amounts are deposited in Miscellaneous Revenue line

Intergov Revenue: we did not receive WI State Dept of Toursim JEM grant.

Operating Expenses: has a YTD encumbrance amount of \$8880.10 due to Security Contract and Advertising

Museum - November 30, 2015





Bridging Communities. Connecting Generations.

Neville Public Museum Director's Report Education & Recreation Committee Brown County Board of Supervisors January 7, 2016

Operations:

In comparing FY14 YTD and FY15 YTD the 2015 Museum Audience Analysis and Strategic Messaging is working. Adult attendance is down 6.15%, but member visitation is up 20%. This correlates with exhibition subject matter as well as internal and external promotions. In FY14 the Neville was the temporary home for the Green Bay Packer Hall of Fame. Zip Code analysis of November 2014 indicates visitors from over 47 states and correlates to the Green Bay Packer home game schedule. In comparison November 2015 had visitors from 22 states and more visitors from Wisconsin and the Upper Peninsula of Michigan.

Overall attendance is nearly flat in comparison to FY14 year to date but down from FY13 and FY12 year to date. This correlates to the 2014 budget adoption to decrease Wednesday evening hours from four to one a month.

In 2016 the Neville will have a full time education specialist to grow the school aged children goal and will continue to focus marketing and promotions on strategic messaging for families, members/ donors, educators, and local businesses. Exhibit, programming, and marketing decisions will be based on ongoing data collection on what the community wants and will support.

The Neville hosted the Wisconsin Museums Conference presented by the Wisconsin Federation of Museums on Monday, November 2nd. Deputy Director Cullen and Curator Zimmerman lead a session called Breathing New Life Into an Old Exhibit. The intent of the session was to gain expert museum opinion on methods to revitalize our aging permanent exhibition *On the Edge of the Inland Sea*. Participants had the chance to review the exhibition and generate content and design input, before reconvening for a group discussion regarding the project. The purpose of collecting data internally will drive future decisions in the visitor experience planning process.



40th Wisconsin Federation of Museums Conference

Since the last committee meeting the museum hosted our third Dinner Series Program for the year, hosted a Brewing and Bottling Event for the Current Young Professionals group for 49 people, held a Kids and Canoes workshop in conjunction with Sisters in Spirit and an Explorer Saturday family program featuring a pottery activity with Jennifer Stevens.

The Monowheel safely traveled from Madison where it was viewed by 50,000 guests in the *Shifting Gears: A Cyclical History of Badger Bicycling* exhibit at the Wisconsin Historical Museum to the History Museum at the Castle in Appleton. It will be on display in Appleton through November 2016.

November was the month of outreach. Staff was busy preparing the holiday truck for the Downtown Green Bay Parade, getting the *Lego Lambeau* set up for its debut on Saturday, November 21st. Bruce the Spruce and The Childrens Only shop opened for business Saturday, November 21st.

The Museum was invited to decorate a tree for auction for the 2015 Connect Inc., a cancer concierge and Nagel Private Wealth Management Christmas Tree Jubilee gala on Tuesday November 24th. The museum's tree is called *Snapshots in Time* and features 40 nostalgic images from the photography collection.

The Museum is also sponsored Santa at the Bay Park Square Mall this Holiday Season. Santa handed out Museum passes with suckers. The Museum has a few exhibit, gift shop and membership ads in the Fox Cities Magazine, You Magazine and the Press Gazette. Additionally the Museum is a stop on the Holiday Gingerbread House Tour again this year.

Additionally, Museum Director Lemke met with PMI and has started operational and programmatic discussions for the 2016 Tall Ships Festival.



**Neville Monowheel in Appleton at the History Museum at the Castle (left image)
Sounds of the Season Downtown Green Bay Inc. Holiday Parade (right image)**



Bay Park Square Mall sponsorship of Santa's Arrival



**Connect Inc. A Cancer Concierge Gala Neville Public Museum *Snapshots in Time* decorated tree
Selected by Malcore Funeral Home and placed at Unity Hospice**

The Neville Public Museum Governing Board met on Monday, November 9, 2015. Education Specialist Ryan Swadley provided the board the following summary and next steps.

Summary

- The Museum's youth tour program was recently overhauled, but it has not been evaluated; will need to implement individual evaluations for each tour going forward, and also begin reaching out to educators and assess the overall program to determine if it meets their needs, and what we can do to better meet their needs.

- There has been success with our youth programming, but those programs also need to have an evaluation system put into place. New initiatives are already underway, and this is the area with the greatest potential for growth.
- Similarly, adult programs have also been successful, and improvements are already underway. This is the area we've evaluated the most, and have gleaned much useful information.
- Our management of volunteers has been poor in terms of recruitment, engagement, and retention. Simply, we need to find better ways to utilize the volunteers we have, and as the needs for volunteers increase as program attendance increases, we will need to do a better job of managing those volunteers.
- While we do have a couple solid community partnerships, there is no shortage of folks we need to reach out to and work with.

For each programmatic area, the following steps will lead to improvement:

1. Identify the museum's core audiences and design programs around that audience's needs going forward, instead of developing programs and then trying to "sell" them to audiences.
2. Implement three levels of evaluation: Evaluation of the core tenants of each program series by stakeholders, participant/teacher evaluations, and internal evaluation to ensure programs support our mission.
3. Remain responsive, data-driven, and remember that nothing is sacred.

Next Actions

- Implement evaluations for youth tours and programs, and begin implementing changes based on those results.
- Reach out to contacts within the school system to determine that audience's needs from NPM, and adopt changes accordingly. Form a group of educators and professionals that can act as an advisory body.
- Reach out to community organizations to develop mutually beneficial programming.
- Reboot the volunteer experience from the ground up; develop new procedures for recruitment, continued education and engagement, communication methods, etc.
- Find new ways to make core audiences more aware of the programming designed for them.

Neville Public Museum Foundation The Neville Public Museum Foundation Board met on Tuesday, December 15, 2015 and accepted the 2016 Neville Public Museum Foundation budget. Updates on the December 8th Night at the Museum social event were provided by Foundation Executive Director Huntowski. Huntowski also announced that the Foundation budget goal for 2015 was reached and no reserve funds will be touched.

Museum Strategic Planning STRATEGIC AUDIENCE ANALYSIS & KEY MESSAGE SERVICES

Bridging Communities. Connecting Generations.

Key Audiences: Families, Educators, Member/Donors and Local Businesses

The Leadership Team continues work on the following opportunities as part of the Neville's Strategic Planning.

- Use the strategic purpose to hold employees accountable. This means routinely asking the employees to show how they have improved "bridges to the community" and "connecting generations".
- Train employees on how to use the strategic purpose statement in their daily interactions and decision-making.
- Advocate for the Neville based on the strategic purpose. Seize every chance to amplify on the core message of "Bridging communities. Connecting generations."
- Re-orient marketing efforts around the strategic purpose.

Upcoming Exhibits

Green Bay Art Colony Annual Exhibition

In 1915, nine women created the Green Bay Art Club to assure that art and culture would be part of the local community. That same year, they organized a one-week exhibit of historically significant objects in the basement of the original library at the northeast corner of Jefferson and Doty streets. Every year since 1927 an exhibit of the Colony members' current artwork has been exhibited at the Neville Public Museum. (Jan. 16, 2016 — Feb. 28, 2016)

Feline Fine: Art of Cats

Cats have been domesticated since prehistoric times and have often been the objects of superstition as well as veneration, notably, for example, by ancient Egyptians. This traveling exhibition consists of 50 new paintings and sculptures by leading artists who specialize in the subject of cats. Artworks in *Feline Fine: Art of Cats* portrays domestic breeds and wild cats in a variety of styles ranging from photo-realism to painterly impressionism. (March 6, 2016 — April 17, 2016)

Lure of the Ocean: The Art of Stanley Meltzoff

Stanley Meltzoff (1917-2006) called himself a picture maker and fish painter, but he was more than just any fish painter. He was the first artist to realistically portray marlin, bluefish, striped bass and other major game fish species in their natural habitats and is considered the master of the genre. The exhibition features approximately 30 oil paintings by Meltzoff, many that are three to four feet long that portray fish in their environments from the New Jersey shores to the shallows of the Caribbean and the deep Atlantic waters. The paintings will be supplemented by specimens primarily of fish, plus turtle, shell and coral selected from the Neville Public Museum collection. (March 6, 2016 — May 8, 2016)

Life and Death at Fort Howard

America's victory during the War of 1812 ushered in a new era of defense, democracy and development in the Upper Great Lakes. In recognition of the 200th anniversary of the founding of Fort Howard in 1816, this exhibit focuses on the personal stories of life and death at this Fort in Green Bay. Through the display of authentic artifacts, rare maps and hands-on interactives, visitors to the exhibit will be given an inside look at the personalities of those who helped lay the foundations modern Green Bay. (April 16, 2016 – April 9, 2017)

An Artistic Discovery

An Artistic Discovery is an annual exhibition of high school art sponsored by the United States Congress in each congressional district in the nation. Featured at the Neville are artworks from students in Wisconsin's Eighth Congressional District. This is a juried exhibition of artworks based on guidelines developed by the US Congress. The first-prize winning artist has his or her artwork displayed in the US Capitol for one year alongside winners from around the country. (April 23, 2016 — May 22, 2016)

71st Art Annual

Art exhibits have always been a significant part of the Neville Public Museum's history going back our founding in 1915. However, it was in 1942 that the museum's director, Earl Wright, initiated a juried art competition. Since that time, the *Art Annual* has become an important bridge between the artistic communities of Northeastern Wisconsin and the Upper Peninsula of Michigan. There are literally generations of artists that apply each year and it is the *Art Annual* that connects these generations through art here at the Neville Public Museum. (May 14, 2016 — July 2, 2016)

Ice Age Imperials

Ice Age Imperials is a traveling museum exhibit that makes the drama of the majestic animals that dominated the age accessible to all. Using two full-scale dioramas, a series of interactive displays and wall-mounted educational components, *Ice Age Imperials* prompt visitors to wonder: When and where was it? What was life like here during the Ice Age? How do today's animals compare to their extinct Ice Age relatives? *Ice Age Imperials* provides a rare opportunity for visitors to 'Touch the Ice Age'. Interacting with real fossils from ancient animals like the sabretooth cat, woolly mammoth, giant sloth, dire wolf, giant beaver, and teeth from a huge Ice Age bear will make the Ice Age come alive to visitors like never before. (May 27, 2016 — October 30, 2016)

Events

January 2016

Saturday 1/2/16 Visit with Bruce the Spruce 10:00 a.m. – Noon & 1:00 -3:00 p.m.

Saturday 1/2/16 Winter Warm-Up Music at the Museum Noon – 3:00 p.m.

Sunday 1/3/16 Visit with Bruce the Spruce 10:00 a.m. – Noon & 1:00 -3:00 p.m.

Saturday 1/9/16 Explorer Saturday - Architecture Noon – 3:00 p.m.

Thursday 1/14/16 Exhibit Reception - Art Colony 6:00 – 8:00 p.m.

Saturday 1/16/16 Winter Warm-Up Music at the Museum Noon – 3:00 p.m.

Wednesday 1/20/16 Exhibits Exposed - Art Colony 6:00 – 7:00 p.m.

Wednesday 1/20/16 International Film Series - 7:00 – 9:00 p.m.

Saturday 1/30/16 Winter Warm-Up Music at the Museum Noon – 3:00 p.m.

February 2016

Wednesday 2/3/16 International Film Series - 7:00 – 9:00 p.m.

Saturday 2/6/16 Explorer Saturday - Paint an Ancient Story 9:00 a.m. – 3:00 p.m.

Saturday 2/13/16 Winter Warm-Up Music at the Museum Noon – 3:00 p.m.

Tuesday 2/9/16 Hardcore History Northeastern Wisconsin in the Jim Crow Era 6:00 – 7:00 p.m.

Wednesday 2/17/16 Exhibits Exposed – Building our Community 6:00 – 7:00 p.m.

Wednesday 2/17/16 International Film Series - 7:00 – 9:00 p.m.

Thursday 2/18/16 Dinner Program – Wisconsin's Supper Clubs 5:00 – 7:00 p.m.

Friday 2/19/16 School Day Off Program (K-5)

Saturday 2/20/16 Girl Scout workshop Painting 1:00 – 3:00 p.m.

Saturday 2/27/16 Winter Warm-Up Music at the Museum Noon – 3:00 p.m.

March 2016

Wednesday 3/2/16 International Film Series - 7:00 – 9:00 p.m.

Saturday 3/5/16 Explorer Saturday Feline Fine 12pm-3pm

Saturday 3/5/16 Winter Warm-Up Music at the Museum Noon – 3:00 p.m.

Tuesday 3/8/16 Youth Program Frank Lloyd Wright 1:00 p.m. – 2:00 p.m.

Tuesday 3/8/16 Hardcore History Frank Lloyd Wright 6:00 – 7:00 p.m.

Thursday 3/10/16 Exhibit Reception - Feline Fine Art 6:00 – 8:00 p.m.

Friday 3/11/16 School Day Off Program (K-5)

Saturday 3/12/16 Scout Workshop 1:00 – 3:00 p.m.

Wednesday 3/16/16 Exhibit Exposed - Feline Fine Art 6:00 – 7:00 p.m.

Wednesday 3/16/16 Dinner Program - Irish Wakes, Weddings & Funerals 5:00 – 7:00 p.m.

Saturday 3/19/16 Winter Warm-Up Music at the Museum Noon – 3:00 p.m.

Wednesday 3/23/16 International Film Series - 7:00 – 9:00 p.m.

Neville Public Museum Website

2014 total visits = 131,438 (*62% increase over 2013)

January 2015 **Visits** 22,198 (*76% increase in visits from January 2014) **Page Views** 33,759

February 2015 **Visits** 17,591 (*78% increase in visits from February 2014) **Page Views** 29,120

March 2015 **Visits** 18,269 (*74% increase in visits from March 2014) **Page Views** 22,841

April 2015 **Visits** 16,289 (*99% increase in visits from April 2014) **Page Views** 24,963

May 2015 **Visits** 13,662 (*52% increase in visits from May 2014) **Page Views** 21,791

June 2015 **Visits** 15,709 (*61% increase in visits from June 2014) **Page Views** 25,094

July 2015 **Visits** 17,616 (*57% increase in visits from June 2014) **Page Views** 27,323

August 2015 **Visits** 20,006 (*37% increase in visits from August 2014) **Page Views** 29,522

September 2015 **Visits** 15,366 (39% increase in visits from September 2014) **Page Views** 23,966

October 2015 **Visits** 15,669 (14 % decrease in visits from October 2014) **Page Views** 25,659

*visit decrease is directly attributed to not hosting Green Bay Packer Hall of Fame

November 2015 **Visits** 15,317 (48 % decrease in visits from November 2014) **Page Views** 25,993

*visit decrease is directly attributed to not hosting Green Bay Packer Hall of Fame



Neville Public Museum Online Photo Sales

<http://photos.nevillepublicmuseum.org/>

June '15	Visits 1,025	Page Views 16,353
July '15	Visits 1,742	Page Views 19,379
August '15	Visits 1,229	Page Views 20,796
September '15	Visits 653	Page Views 14,291
October '15	Visits 691	Page Views 13,147
November '15	Visits 959	Page Views 11,791

Neville Public Museum Facebook:

FY 2014

Total Page Likes	73,553
New Likes	833
People Engaged	24,712
Total reach	1,127,429

2015

January reach	37,055
February reach	92,044
March reach	102,471
April reach	143,821
May reach	53,979 *paid advertising campaign ended
June reach	29,269
July reach	45,114
August reach	123,967
September reach	74,487
October reach	81,285
November reach	30,934 *paid advertising campaign ended

Social Advertising Performance Summary

Regarding strategic messaging, key audiences (onsite and off sight) and the Neville's digital initiative below is a screen shot from Facebook. The Neville's Curator posted this image Sunday, December 13th and it took off with our digital audience.

So far this image has reached almost 16,000 Facebook users. The image was liked on the Neville's page 113 times. More importantly the image was liked an additional 306 times by our digital network of users sharing the image. In measuring users clicking on the post and being directed to our online gallery of images—750 users became exposed to the Neville's online sales gallery.

In comparison the second screen shot features an April 23rd Curator post of a photo that was taken just 1 year after City Stadium (Lambeau Field) was built and the same year the Brown County Veterans Arena opened. This post reached over 65,000 Facebook users, had 2129 likes--1658 from users sharing the post. The comments/online discussion directly tie to our strategic message of bridging communities and connecting generations.

[illegible][illegible]

Neville Public Museum Attendance and Revenue Comparison

	2014		2015		Att
	Attendance	Admission Revenue	Attendance	Admission Revenue	
January	1,825	\$4,601.00	3,847	\$ 8,068.50	
February	2,545	\$4,401.00	4,597	\$ 8,394.00	
March	3,280	\$7,959.50	3,375	\$ 6,749.00	
April	3,705	\$6,518.00	2,981	\$ 4,080.00	
May	3,517	\$6,212.00	3,275	\$ 4,777.50	
June	3,358	\$7,890.50	3,212	\$ 6,432.75	
July	3,623	\$11,645.50	2,913	\$ 6,682.00	
August	4,222	\$11,946.00	3,388	\$ 8,064.00	
September	2,881	\$6,359.50	2,251	\$ 3,778.00	
October	4,059	\$9,668.50	3,668	\$ 5,426.00	
November	5,576	\$14,606.00	4,031	\$ 7,390.00	
December	7,864	\$22,542.50			
TOTALS	46,455	\$114,350.00	37,538	\$69,842	


Neville Public Museum Attendance and Revenue November 2015

Date	Day	Admission	Guided Tours	Self-Guided Tours	Facility Rental/Meeting Attendees	Event/ Program Attendance	Total Attendance	Total Admission Revenue (Net)	Total Facility Rental Revenue
1	Sunday	62					62	\$254.00	
2	Monday					90	90		
3	Tuesday	18			140		158	\$68.00	\$127.50
4	Wednesday	149					149	\$138.00	
5	Thursday	19			27	63	109	\$88.00	
6	Friday	59	9	1	6		75	\$240.00	
7	Saturday	246				29	275	\$721.00	
8	Sunday	58					58	\$196.00	
9	Monday						0		
10	Tuesday	30			12	33	75	\$91.00	
11	Wednesday	88			110	39	237	\$176.00	\$437.50
12	Thursday	37	62	16	112	44	271	\$319.00	\$75.00
13	Friday	50		12	141		203	\$229.00	
14	Saturday	135			67		202	\$453.50	\$110.00
15	Sunday	27					27	\$60.50	
16	Monday				23		23		
17	Tuesday	49	23			255	327	\$115.00	
18	Wednesday	123			69	76	268	\$321.00	\$100.00
19	Thursday	26		12	10	14	62	\$135.00	
20	Friday	47					47	\$123.00	
21	Saturday	213			53		266	\$657.00	\$110.00
22	Sunday	79					79	\$230.00	
23	Monday						0		
24	Tuesday	66	41				107	\$353.00	
25	Wednesday	126			8		134	\$349.50	
26	Thursday						0		
27	Friday	233					233	\$675.00	
28	Saturday	397					397	\$1,132.00	
29	Sunday	97					97	\$265.50	
30	Monday						0		
TOTAL		2,434	135	41	778	643	4,031	\$7,390.00	\$960.00

October Total Attendance	3,660	November Total Attendance	4,031
October Outreach	900	November Outreach	4,335
October Grand Total Served	4,560	November Grand Total Served	8,366

History Museum showcasing state's rich cycling culture

History Museum showcasing state's rich cycling culture

 Shane Nyman, Post-Crescent Media 9:13 a.m. CST November 5, 2015



(Photo: Dan Powers/Post-Crescent Media)

You'd be hard-pressed to find somebody as in tune with Wisconsin bicycling history as Nick Hoffman.

After all, he wrote the book on it.

Literally.

Hoffman, the chief curator at the History Museum at the Castle, co-wrote "Wheel Fever: How Wisconsin Became a Great Bicycling State" and is the driving force behind a soon-to-open exhibit at the downtown Appleton museum on the state's 130 years of bicycling history.

"Shifting Gears: A Cyclical History of Badger Bicycling" opens Wednesday and features historical bicycles and artifacts, images and interactive components that explore the growth and development of cycling from the late 1800s — the era at the core of "Wheel Fever" — through today. The exhibit is a collaborative effort from the History Museum and the Wisconsin Historical Society.

"We have 26 bicycles from the state's history," Hoffman said. "And I use the word bicycle pretty loosely. It's any sort of technology that is human-powered and at least influenced by the bicycle."

Two important eras are spotlighted: The boom that followed the emergence of bicycle technology from about 1890 to 1900 and the current resurgence, which began around 1970 and continues today.

Buy
Photo



Chief curator Nick Hoffman (left) and curator Emily Rock place a 1925 delivery bicycle on display for the "Shifting Gears" biking exhibit. (Photo: Dan Powers/Post-Crescent Media)

History Museum showcasing state's rich cycling culture

"There are a handful of themes that you see playing out in the late 1800s that are playing out again today and in a remarkably similar fashion," said Joe Kapler, the curator of cultural history for the Wisconsin Historical Society who worked closely with Hoffman on the project. "That's really kind of fascinating and interesting, but also helps to illuminate the relevance of history in our lives, and that's always another layer of message that we want to do in our exhibitions."

Comparisons are drawn between the eras in four themes or topics: manufacturing, organized rider advocacy, bicycle tourism and the reasons people ride.

A slightly smaller version of the "Shifting Gears" exhibit ended a successful stay at the Wisconsin Historical Museum in Madison earlier this month. It ran there from late February to Oct. 10, and Kapler said it was a hit.

Among the buzzworthy items in the exhibit are a collection of oddities — the reason Hoffman said he uses the term "bicycle" loosely. One is a machine called an ice cycle, made in Milwaukee in 1917. Instead of a front wheel, the creation has an ice skate. The back wheel is equipped with iron studs.

There's also a monowheel, a machine cooked up around 1870 when the future of human-powered transportation was up for debate. The monowheel has a setup with a large wheel a driver sits in and then powers with hand pedals. The monowheel is a loaner from the Neville Public Museum in Green Bay.

A creation from 1893 called the Crabtree Special is made entirely out of scraps and materials found on a farm.

Buy
Photo



A variety of bicycles made or designed in Wisconsin from 1889 to 2013 will be on display at the "Shifting Gears" biking exhibit at the History Museum at the Castle. (Photo: Dan Powers/Post-Crescent Media)

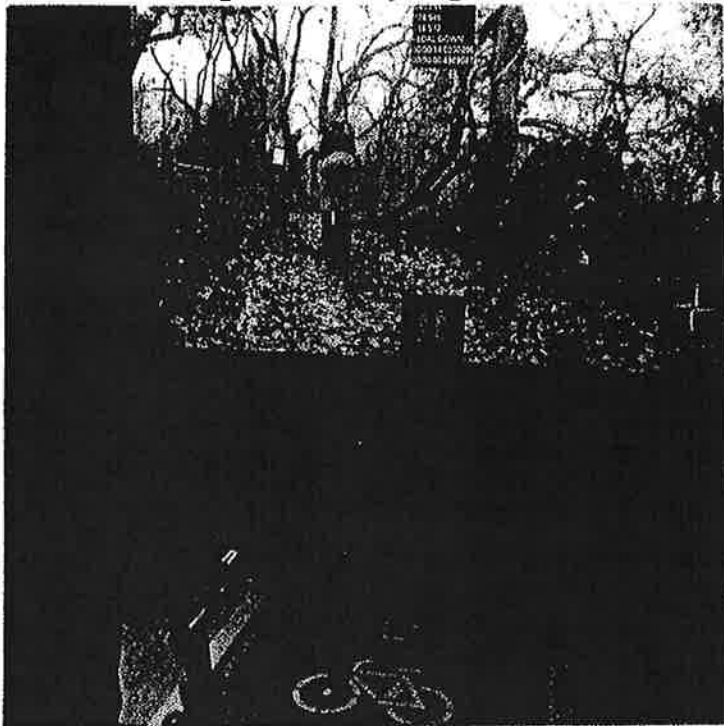
"There's a modern bicycle manufactured by the 1890s around Wisconsin. Still, people were inventing their own things," Hoffman said. "(The Crabtree Special) is a very rickety iron machine. It's great."

There are two velocipedes in the exhibit, which were the first machines that can pass for bicycles that arrived in Wisconsin. Featuring a larger wheel in the front than in the back, velocipedes were spotted in Milwaukee in 1869 and within a year were in Appleton.

"When people use the term 'boneshaker' to describe a bicycle, that's the bicycle that is that term — the early velocipede," Hoffman said.

Another part of "Shifting Gears" that's bound to attract some attention comes from the help of Skyline Technologies in Appleton and Saris Cycling Group in Fitchburg. Two Saris trainers are set up, offering patrons a chance for a virtual ride through one of eight different routes. The trainers work with Kinect technology to read the rider's movements and the corresponding videos from Trail Genius react accordingly. Riders can get a virtual experience of the Fat Bike Birke, the Fox River Trail or, thanks to a GoPro video shot on the handlebars of defensive back Micah Hyde, a cruise through crowds of people during the Green Bay Packers training camp.

History Museum showcasing state's rich cycling culture



The History Museum
@myHistoryMuseum

Follow

Take a virtual ride through Wisconsin in #shifting_gears. Opens
11/4

9:05 PM - 27 Oct 2015

1 2

Once the brakes are hit on the exhibit next year, the individual pieces will go back to their owners and again be scattered around the state. Burning a few calories, checking out some wacky inventions and connecting the dots between bicycling habits of Wisconsinites from more than a century apart is an opportunity the public might not get again, Hoffman said.

"When Nick was explaining all the different possibilities in terms of direction and messaging (for the exhibit)," Kapler said, "as someone who has studied Wisconsin history and culture for 15-20 years, this was very surprising to me — the depth and how deep cycling has been part of our state's history and, more recently, I'd say our identity."

Shane Nyman: 920-993-1000, ext. 240, snyman@postcrescent.com or on Twitter @shanenyman

If you go

What: "Shifting Gears: A Cyclical History of Badger Bicycling"

When: Exhibit opens Wednesday and runs through September 2016. Museum hours are 11 a.m.-4 p.m. Tuesday-Sunday

Where: History Museum at the Castle, 330 E. College Ave., Appleton

Cost: \$7.50 adults, \$3.50 children ages 5-17, \$5.50 students (with ID) and seniors, free for children age 4 and younger, \$20 families (two adults and children)

Info: 920-735-9370 and myhistorymuseum.org

Further reading

History Museum showcasing state's rich cycling culture

Nick Hoffman, chief curator at the History Museum at the Castle in downtown Appleton, co-wrote "Wheel Fever: How Wisconsin Became a Great Bicycling State" with Jesse Grant. The book was published in 2013 by Wisconsin Historical Society Press and explores the origins of bicycling in the state. The research for the book became a catalyst for the "Shifting Gears" exhibit. For more information on "Wheel Fever," or to purchase a copy, visit wheelfeverbook.com.

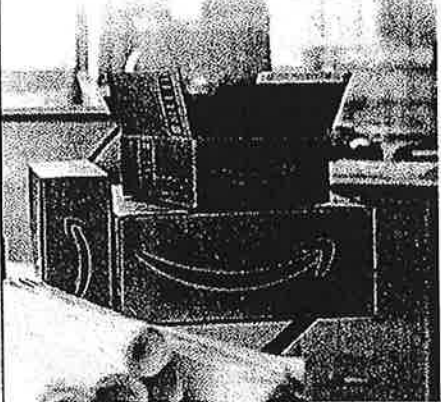
Reaching the summit

The Warch Campus Center at Lawrence University is home to the annual Wisconsin Bike Summit on Friday. The theme is "Shifting Gears" and attendees will be able to take part in six different sessions on topics of advocacy, planning, equity and community. Registration begins at 8 a.m. Charlie Cooper of People For Bikes and Ultra-Marathon Cycling record holder Kelsey Regan are the keynote speakers. The summit concludes with a tour of the "Shifting Gears" exhibit at the History Museum at the Castle and a 5:30-8 p.m. reception (featuring live music from RedHawks). Registration for the summit is \$45 and tickets for the reception only are \$25. For more information, visit wisconsinbikefed.org/events/bike-summit (<http://wisconsinbikefed.org/events/bike-summit/>).

Read or Share this story: <http://post.cr/1NdzOvw>

Do you shop on
Amazon for work?

**Upgrade to
Amazon Business.**



Create a Free Account >

amazonbusiness

TOP VIDEOS



NEVILLE PUBLIC MUSEUM

OF BROWN COUNTY



BRIDGING COMMUNITIES, CONNECTING GENERATIONS
NEVILLEPUBLICMUSEUM.ORG

Neville Public Museum Director's Report Education & Recreation Committee Brown County Board of Supervisors February 4, 2016

Operations:

Since our last meeting we rung in the New Year with US Bank Eve, wrapped up the holiday season at the Neville (Children Only Shop and the Holiday exhibit are down), hosted the first Explorer Saturday of the year, had a booth at the Einstein Expo, hosted the second google hangout with Ashwaubenon High School, kicked off our second season of Winter Warm Up Music at the Museum with 2 performers so far and opened the 101st Art Colony exhibit with a member reception.

The Neville is also happy to announce two new program series for 2016: **Hardcore History and Exhibits Exposed.**

Hardcore History's format is a traditional lecture series and during an Exhibits Exposed program participants will get an exclusive museum experience that includes an up-close-and-personal glimpse at artifacts from the Neville collection and a tour of our exhibits with our museum experts. The first Exhibits Exposed program on Iroquois Beadwork was held on January 20th.

FY15 did not perform as well as hoped regarding onsite attendance. Attendance in 2014 reflected 83% of attendance adult aged, 10% youth 6-15 and 7% school group. In 2015 attendance reflected 75.5% of attendance adult aged, 14% youth 6-15 and 10.75% school group.

Digital and social media attendance has demonstrated strong growth in 2015. Patrons are utilizing the Museum's Snapshots in Time online photo sales with 2139 visits and 36,668 page views in December alone. Website attendance totaled 204,431 visits which is a 36% increase over 2014. People engaged in the Museum's Facebook page totaled 36,981 again with a 33% increase in engaged audience over 2014. Currently the Cats of the Neville Instagram Contest #nevillecats has 676 guest posts of which 92 photographs will be featured in the upcoming *Feline Fine: Art of Cats* exhibit.

Among much evaluation it has been determined that exhibit specific marketing and promotions that the individual JEM grants funded in 2013 and 2014 was not a sustainable model to follow. The primary focus in 2016 is to re-orient marketing and promotions efforts around the strategic purpose of "Bridging Communities. Connecting Generations." with secondary focus on exhibit specific promotions.

Fortunately, even though FY 2015 has not closed, due to anticipated savings in natural gas, salaries and a 43% increase in photo sales it looks unlikely that the overall budget will have a shortfall.

In 2016 focus and direction will be determining strategies on increasing visitor centered programming and visitor participation at programs while enhancing community partnerships and increasing earned revenue. While the Neville Public Museum develops a compelling presence in the virtual world it must balance with onsite visitor participation.

Among those that are non-traditional museum users, specific conditions must be present if they are to be attracted to the

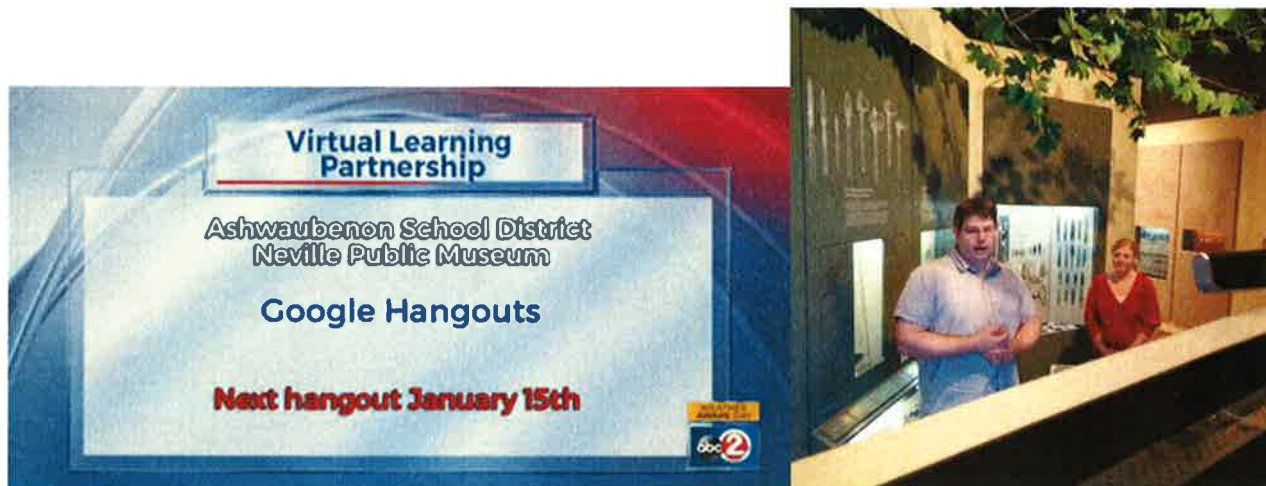
museum. If people choose to try any new experience or attraction they are more likely to do so with their peers. Visitors want opportunities for group activities and socializing -- there must be "things to do." Strategy needs to dispel the theory that Neville Public Museum exhibits never change thus there is no need for repeat visitation.



(Left) Exhibits Exposed graphic treatment (Right) Art Colony opening reception

The Neville Public Museum Governing Board met on Monday, December 14, 2015. Museum Director Lemke asked Media Technician Dennis Rosloniec to share his December 3, 2015 report to the LEAN Steering Committee regarding the 6S project Time Tunnel Clean Up with the Museum Governing Board. Dennis's report reflected one non-public area where the 6S process positively affected employee work flow. The 6S process learned will be applied to several other non-public areas of the museum in 2016 to positively influence work flow and job productivity for other employees.

Museum Deputy Director Cullen updated the board on the museum's involvement in a Virtual Learning Partnership between the Neville Public Museum and the Ashwaubenon School District. On Friday, December 11, 2015 the Neville Public Museum in partnership with the Ashwaubenon School District launched a new digital initiative: connecting museum collections to students using Google Hangouts. With Hangouts, Ashwaubenon elementary students were able to connect with museum staff from their classroom. Students were given a behind-the-scenes look at artifacts that aren't usually available to the public. The next Hangout will take place on Friday, January 15, 2016 at the Neville with four more Hangouts in the works for 2016 that will be archived digitally on YouTube.



Museum Director Lemke provided board members a copy of the IFQ Energy Performance Contract Services 11102015 in which the museum was one of the site locations selected by Public Works for a facility tour on December 1, 2015. Director Lemke also announced the museum was going to be the Green Bay location for Wisconsin Public Television's premier of the first episode of the last season of Downton Abby on December 15, 2015.

Additionally, she reviewed the goals of the 2016 Visitor Experience & Architectural Exhibition Master Plan. Of which at the conclusion of the project the museum and the vendor will have completed an exhibition master plan that supports the Museum's strategic purpose of existing spaces including concept drawings, proposed budget and projected schedule of completion.

Museum Director Lemke provided the board the updated status of attendance and revenue. In comparing FY14 YTD and FY15 YTD the 2015 Museum Audience Analysis and Strategic Messaging is working. Adult attendance is down 6.15%, but member visitation is up 20%. She correlated data with exhibition subject matter as well as internal and external promotions. In FY14 the Neville was the temporary home for the Green Bay Packer Hall of Fame. Zip Code analysis of November 2014 indicates visitors from over 47 states and correlates to the Green Bay Packer home game schedule. In comparison November 2015 had visitors from 22 states and more visitors from Wisconsin and the Upper Peninsula of Michigan. Overall attendance is nearly flat in comparison to FY14 year to date but down from FY13 and FY12 year to date. This correlates to the 2014 budget adoption to decrease Wednesday evening hours from four to one a month.

Neville Public Museum Foundation The Neville Public Museum Foundation Board met on Tuesday, December 15, 2015 and accepted the 2016 Neville Public Museum Foundation budget. Updates on the December 8th Night at the Museum social event were provided by Foundation Executive Director Huntowski. Huntowski also announced that the Foundation budget goal for 2015 was reached and no reserve funds will be touched.



Deputy Director Cullen sharing the experience of putting on dive gear at one of the activity stations at the Neville Public Museum Night at the Museum Social Event. Next year's date is December 13, 2016.

Museum Strategic Planning

The Leadership Team continues work on the following opportunities as part of the Neville's Strategic Planning

- Advocate for the Neville based on the strategic purpose. Seize every chance to amplify on the core message of "Bridging Communities. Connecting Generations."
- Re-orient marketing and promotions efforts around the strategic purpose of "Bridging Communities. Connecting Generations."
- Work alongside Brown County Purchasing in requesting services from a team of consultants to conduct a Visitor Experience and Architectural Exhibition Master Plan for the Neville Public Museum.
 - This scope of services will be used to determine future exhibit design, fundraising opportunities and an overall exhibition development plan.
 - When it is finally completed, the Neville Public Museum Visitor Experience & Architectural Exhibition Master Plan is expected to result in the following:
 - Creation of an immersive yet flexible core exhibition that will convey the essence of the history,

science, and art of Northeastern Wisconsin and the upper peninsula of Michigan.

- Elevation of Neville Public Museum exhibits to a new level of design, professionalism and impact on our audience.
- More responsiveness in all of the Museum's exhibits to the needs and desires of our community through the employment of a multiple intelligence approach in the exhibit design. Traditionally, the core exhibit at the Neville Public Museum focuses too much on static artifacts and text to convey information, pitching too much to linguistic and spatial learners at the expense of those who, for example, learn best through manipulatives (kinesthetic and logical-mathematical learners). The core exhibit is boring for people who are not reader/observers.
- Further improvement in Neville Public Museum exhibits by drawing new sponsorships.
- A architectural master plan design that
 - promotes flexibility and a streamlined change out of different exhibits
 - integrates sustainable design, construction, maintenance and operations
 - Uses highly energy efficient building systems and components
 - Maintains lower maintenance and operation costs

Social Media Advertising Performance Summary

Cats of the Neville Instagram Contest - The Neville Public Museum is hosting a photo competition through the end of February. Submit your cat photos (any cat photos can be entered-not just housecats!) and they could be displayed in the museum during the Feline Fine: Art of Cats exhibit! Just take a photo or video and upload it on Instagram with #NevilleCats. Winners will have their photo or videos displayed in the museum.



Neville Public Museum Online Photo Sales



<http://photos.nevillepublicmuseum.org/>

June '15	Visits 1,025	Page Views 16,353
July '15	Visits 1,742	Page Views 19,379
August '15	Visits 1,229	Page Views 20,796
September '15	Visits 653	Page Views 14,291

October '15	Visits 691	Page Views 13,147
November '15	Visits 959	Page Views 11,791
December '15	Visits 2139	Page Views 36,668

Neville Public Museum Website

2014 total visits = 131,438 (*62% increase over 2013)

2015 total visits = 204,431 (*36% increase over 2014)

Neville Public Museum Facebook



FY 2014

Total Page Likes	73,553
People Engaged	24,712
Total reach	1,127,429 *Per the JEM grant social media funding was \$10,000 in FY 14 with spend emphasis on the Temporary Green Bay Packers Hall of Fame exhibit.

FY 2015

Total Page Likes	177,414
People Engaged	36,981 *33% increase in engaged audience over FY 14
Total reach	833,877

Upcoming Exhibits

Green Bay Art Colony Annual Exhibition

In 1915, nine women created the Green Bay Art Club to assure that art and culture would be part of the local community. That same year, they organized a one-week exhibit of historically significant objects in the basement of the original library at the northeast corner of Jefferson and Doty streets. Every year since 1927 an exhibit of the Colony members' current artwork has been exhibited at the Neville Public Museum. (Jan. 16, 2016 — Feb. 28, 2016)

Feline Fine: Art of Cats

Cats have been domesticated since prehistoric times and have often been the objects of superstition as well as veneration, notably, for example, by ancient Egyptians. This traveling exhibition consists of 50 new paintings and sculptures by leading artists who specialize in the subject of cats. Artworks in *Feline Fine: Art of Cats* portrays domestic breeds and wild cats in a variety of styles ranging from photo-realism to painterly impressionism. (March 6, 2016 — April 17, 2016)

Lure of the Ocean: The Art of Stanley Meltzoff

Stanley Meltzoff (1917-2006) called himself a picture maker and fish painter, but he was more than just any fish painter. He was the first artist to realistically portray marlin, bluefish, striped bass and other major game fish species in their natural habitats and is considered the master of the genre. The exhibition features approximately 30 oil paintings by Meltzoff, many that are three to four feet long that portray fish in their environments from the New Jersey shores to the shallows of the Caribbean and the deep Atlantic waters. The paintings will be supplemented by specimens primarily of fish, plus turtle, shell and coral selected from the Neville Public Museum collection. (March 6, 2016 — May 8, 2016)

Life and Death at Fort Howard

America's victory during the War of 1812 ushered in a new era of defense, democracy and development in the Upper Great Lakes. In recognition of the 200th anniversary of the founding of Fort Howard in 1816, this exhibit focuses on the

personal stories of life and death at this Fort in Green Bay. Through the display of authentic artifacts, rare maps and hands-on interactives, visitors to the exhibit will be given an inside look at the personalities of those who helped lay the foundations modern Green Bay. (April 16, 2016 – April 9, 2017)

An Artistic Discovery

An Artistic Discovery is an annual exhibition of high school art sponsored by the United States Congress in each congressional district in the nation. Featured at the Neville are artworks from students in Wisconsin's Eighth Congressional District. This is a juried exhibition of artworks based on guidelines developed by the US Congress. The first-prize winning artist has his or her artwork displayed in the US Capitol for one year alongside winners from around the country. (April 23, 2016 — May 22, 2016)

71st Art Annual

Art exhibits have always been a significant part of the Neville Public Museum's history going back our founding in 1915. However, it was in 1942 that the museum's director, Earl Wright, initiated a juried art competition. Since that time, the *Art Annual* has become an important bridge between the artistic communities of Northeastern Wisconsin and the Upper Peninsula of Michigan. There are literally generations of artists that apply each year and it is the *Art Annual* that connects these generations through art here at the Neville Public Museum. (May 14, 2016 — July 2, 2016)

Ice Age Imperials

Ice Age Imperials is a traveling museum exhibit that makes the drama of the majestic animals that dominated the age accessible to all. Using two full-scale dioramas, a series of interactive displays and wall-mounted educational components, *Ice Age Imperials* prompt visitors to wonder: When and where was it? What was life like here during the Ice Age? How do today's animals compare to their extinct Ice Age relatives? *Ice Age Imperials* provides a rare opportunity for visitors to 'Touch the Ice Age'. Interacting with real fossils from ancient animals like the sabretooth cat, woolly mammoth, giant sloth, dire wolf, giant beaver, and teeth from a huge Ice Age bear will make the Ice Age come alive to visitors like never before. (May 27, 2016 — October 30, 2016)

Upcoming Events

Saturday 1/30/16 Winter Warm-Up Music at the Museum – Dale Anderson - Noon – 3:00 p.m. – FREE with Admission
Wednesday 2//3/16 International Film Series - 7:00 – 9:00 p.m. – FREE
Saturday 2/6/16 Explorer Saturday – Architecture - 10:00 a.m. – Noon – FREE with Admission
Saturday 2/6/16 Paint an Ancient Story Workshop 9:00 a.m. – 3:00 p.m. – Registration Required, Fee
Saturday 2/13/16 Winter Warm-Up Music at the Museum – Gerry Sloan - Noon – 3:00 p.m. – FREE with Admission
Tuesday 2/9/16 Hardcore History Northeastern Wisconsin in the Jim Crow Era 6:00 – 7:00 p.m. – FREE
Wednesday 2/17/16 Exhibits Exposed – *Building our Community* 6:00 – 7:00 p.m. - \$7 for adults, \$3 for Children 6-15
Wednesday 2/17/16 International Film Series - 7:00 – 9:00 p.m. - FREE
Thursday 2/18/16 Dinner Program – Wisconsin's Supper Clubs 5:00 – 7:00 p.m. – Registration Required, Fee
Friday 2/19/16 School Day Off Program (K-5) – Registration Required, Fee
Saturday 2/20/16 Winter Warm-Up Music at the Museum – C.J. Guzan – Noon – 3:00 p.m. – FREE with Admission
Saturday 2/20/16 Girl Scout Workshop Painting 1:00 – 3:00 p.m. – Registration Required, Fee
Saturday 2/27/16 Winter Warm-Up Music at the Museum – Scott Derckes -Noon – 3:00 p.m. – FREE with Admission

Neville Public Museum Attendance and Revenue Comparison

	2014		2015		Atte
	Attendance	Admission Revenue	Attendance	Admission Revenue	
January	1,825	\$4,601.00	3,847	\$ 8,068.50	
February	2,545	\$4,401.00	4,597	\$ 8,394.00	
March	3,280	\$7,959.50	3,375	\$ 6,749.00	
April	3,705	\$6,518.00	2,981	\$ 4,080.00	
May	3,517	\$6,212.00	3,275	\$ 4,777.50	
June	3,358	\$7,890.50	3,212	\$ 6,432.75	
July	3,623	\$11,645.50	2,913	\$ 6,682.00	
August	4,222	\$11,946.00	3,388	\$ 8,064.00	
September	2,881	\$6,359.50	2,251	\$ 3,778.00	
October	4,059	\$9,668.50	3,668	\$ 5,426.00	
November	5,576	\$14,606.00	4,031	\$ 7,390.00	
December	7,864	\$22,542.50	4,980	\$ 9,126.50	
TOTALS	46,455	\$114,350.00	42,518	\$78,968	

Neville Public Museum Attendance and Revenue December 2015

Date	Day	Admission	Guided Tours	Self-Guided Tours	Facility Rental/Meeting Attendees	Event/ Program Attendance	Total Attendance	Total Admission Revenue (Net)	Total Facility Rental Revenue
1	Tuesday	44	40	2	93		179	\$244.00	\$75.00
2	Wednesday	260			35	77	372	\$129.00	\$75.00
3	Thursday	26			98	16	140	\$55.00	\$75.00
4	Friday	34	9				43	\$148.00	
5	Saturday	275			81		356	\$807.00	\$192.50
6	Sunday	107		2	115		224	\$327.00	\$110.00
7	Monday				22		22		
8	Tuesday	44				127	171	\$85.00	
9	Wednesday	61				129	190	\$136.00	
10	Thursday	40	65		10		115	\$295.50	
11	Friday	84			35		119	\$169.50	\$122.50
12	Saturday	388					388	\$1,197.50	
13	Sunday	79					79	\$227.00	
14	Monday				22		22		
15	Tuesday	48	53			55	156	\$246.00	
16	Wednesday	45	59			62	166	\$306.00	
17	Thursday	46	57		25		128	\$307.50	
18	Friday	64		22	136		222	\$178.00	\$1,105.00
19	Saturday	336					336	\$949.00	
20	Sunday	128					128	\$392.00	
21	Monday						0		
22	Tuesday	42		3			45	\$112.00	
23	Wednesday	112	23				135	\$303.00	
24	Thursday						0		
25	Friday						0		
26	Saturday	219					219	\$656.50	
27	Sunday	143					143	\$479.00	
28	Monday						0		
29	Tuesday	66	39				105	\$309.00	
30	Wednesday	226					226	\$640.00	
31	Thursday	551					551	\$428.00	
TOTAL		3,468	345	29	672	466	4,980	\$9,126.50	\$1,755.00

November Total Attendance	4,029	December Total Attendance	4,980
November Outreach	4,335	December Outreach	50
November Grand Total Served	8,364	December Grand Total Served	5,030

Brown County
Library
Budget Status Report
11/30/2015

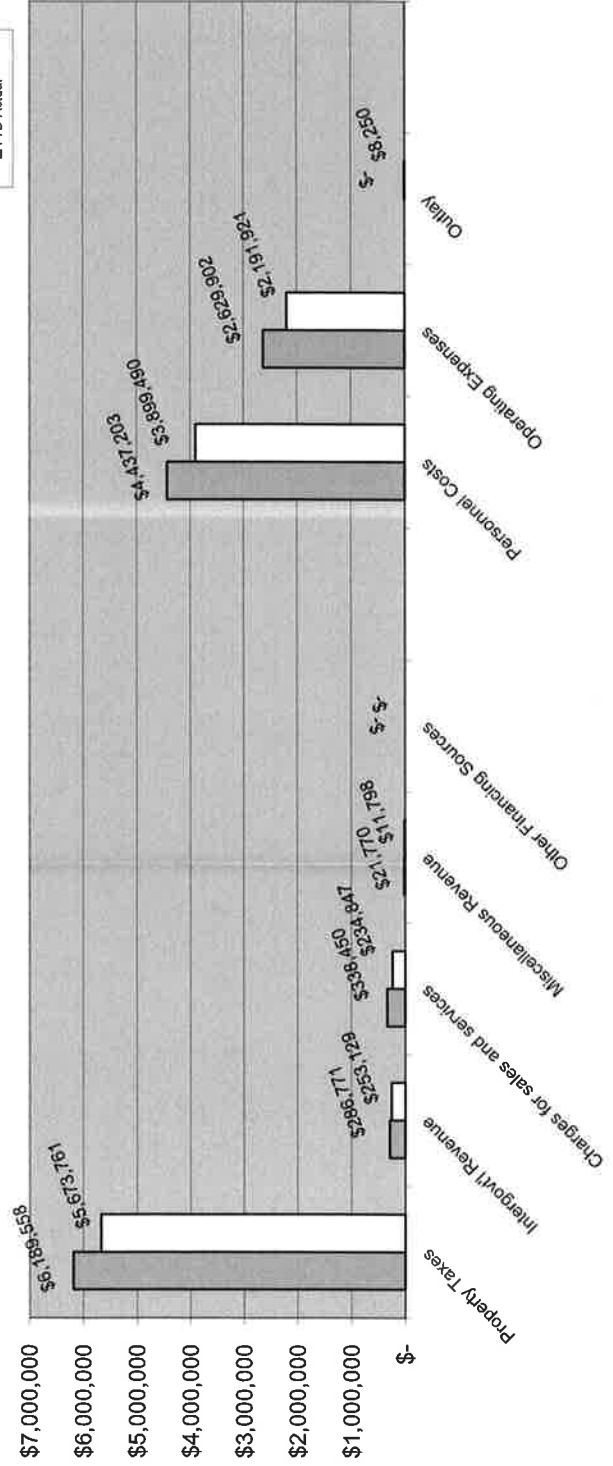
	Annual Budget	YTD Actual
Property Taxes	\$ 6,189,558	\$ 5,673,761
Intergov't Revenue	\$ 286,771	\$ 253,129
Charges for sales and services	\$ 338,450	\$ 234,847
Miscellaneous Revenue	\$ 21,770	\$ 11,798
Other Financing Sources	\$ -	\$ -
Personnel Costs	\$ 4,437,203	\$ 3,899,490
Operating Expenses	\$ 2,629,902	\$ 2,191,921
Outlay	\$ -	\$ 8,250

HIGHLIGHTS:

Revenues: Fines and fees revenue is under budget. Tenant vacated rental space resulting in loss of rent. This will have a significant impact on building rent. Payment has not been received from one county for their residents' use of Brown County libraries.

Expenses: Personnel costs, postage, utilities, and TS Chargebacks are all under budget.

Library - November 30, 2015





Brown County Library Report December, 2015

Library Mission:
Brown County Library provides trusted information and resources to connect people, ideas, and community.

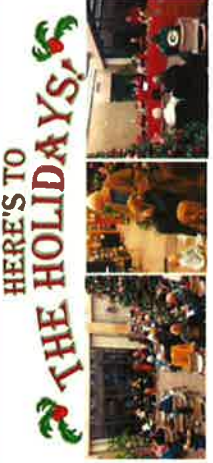

Strategic Priorities

	Enhance Education for Children	Support Economic Development	Provide a Third Place to Engage Community	Foster Cultural & Diversity Awareness	Management Goal
<p>County-Wide Successes</p> <p>The Administrative Team completed performance reviews with library supervisors to determine 2016 pay for performance incentives.</p> <p>Sue Lagerman, the library's Communications and Library Program Manager, received the Green Bay Mayor's 2015 Leadership Award for Advancing Literacy.</p> <p>The Executive Director and Communications and Library Program Manager attended the Green Bay Packers Foundation Grant luncheon and accepted a check for \$3,000 awarded to the library for its 1000 Books Before Kindergarten program.</p> <p>The Friends of the Brown County Library's Give-A-Kid-A-Book campaign concluded and nearly 5000 low-income children were the recipients of new books for Christmas.</p> <p>The Communications and Library Program Manager, together with the Packer wives representing Give-A-Kid-A-Book spoke to the Retired Men's Club. The Club, collected and present over \$700 to the book campaign.</p> <p>Staff from several locations volunteered to help parents choose books for their kids at the Give-a-Kid-a-Book distribution days.</p>					X
<p>Central Library Successes</p> <p>Books & More staff taught their second "The Library Online" class at the ADRC. The class had 14 attendees and they received very good feedback about the class and all that the library offers through our website.</p> <p>A 2nd MOOC (Climate Change Policy and Public Health) series was completed on December 1 – there were 43 attendees among all 4 sessions. Feedback was very positive, especially about the moderators (two professors from UWGB).</p> <p>Books & More staff attended a Homeless Coalition meeting in early December. She's hoping to represent BCL at their regular monthly meetings.</p>	X		X		
	X				X



Brown County Library Report December, 2015


Strategic Priorities

Library Mission: <i>Brown County Library provides trusted information and resources to connect people, ideas, and community.</i>		Enhance Education for Children	Support Economic Development	Provide a Third Place to Engage Community	Foster Cultural & Diversity Awareness	Management Goal
<p>The "Here's to the Holidays!" series featured music by a recorder ensemble, a hand bell choir (with a staff member playing) and Stu Smith who presented a dramatic reading for the 30th Anniversary of the Polar Express.</p>  <p>HERE'S TO THE HOLIDAYS!</p>				X		
<p>10 new titles were added to the adult book club/multiple copies collection. These include: <i>Go Set a Watchman</i>, <i>Girl on the Train</i>, <i>The Martian</i>, <i>Station Eleven</i>, <i>The Nightingale</i>, <i>After You</i>, <i>The Goldfinch</i>, <i>Life-Changing Magic of Tidying Up</i>, <i>Dead Wake</i> and <i>Everything I Never Told You</i>.</p>				X		
<p>A staff-created video about library's Calcom Children's Edible Garden was posted to YouTube, with links being distributed to various parties. Photos were taken by the library's volunteer Summer Photo/Film Crew to illustrate the purpose, activities and community involvement related to the garden in the summer of 2015. https://www.youtube.com/watch?v=fK-gVMmwwJ8</p> 		X				
<p>Central Youth Services staff participated in the quarterly EAT event at the Children's Museum of Green Bay, running an Alka-Seltzer Rocket activity station.</p>		X				
<p>Staff met with Ben Lombardi, Team Leader at family Services, regarding the library card application process and library visits/presentations for foster children in his advocacy group.</p>		X				
<p>Developed proposal for library involvement in the Lincoln School after-school program.</p>		X				
<p>Staff is almost finished with verifying the contacts in the library's Clubs & Organizations database. The next phase will be to identify new organization and add them to the list.</p>						X
<p>The newer part-time position in the Local History and Genealogy Department will transition to full-time in March.</p>				X		
<p>Research Supervisor met the founders of "The Production Farm" a new nonprofit in downtown Green Bay. Their goal is to aid foster kids by teaching them independent film making and gardening. Hopes are to showcase their films here at Central and other locations.</p>				X		X
<p>Ashwaubenon Branch Successes</p>						



Brown County Library Report December, 2015

Strategic Priorities


Library Mission: <i>Brown County Library provides trusted information and resources to connect people, ideas, and community.</i>	Strategic Priorities					Management Goal
	Enhance Education for Children	Support Economic Development	Provide a Third Place to Engage Community	Foster Cultural Diversity & Awareness		
<p>Programming highlights include: 83 attendees for the Santa storyline; 27 kids and parents attended the Winter Stem program; and 15 adults and 16 tweens attended the Karaoke Christmas Sing along (The seniors have asked for a spring singalong!)</p> <p>Approximately \$2,500 for the match grant has been raised.</p>			X			
						X
<p>Denmark Branch Successes</p> <p>Santa and Mrs. Claus came to the library for a night filled with reading, making ornaments and taking photos with Santa.</p> <p>Staff created a community resources pamphlet for the Denmark area. Printing costs are covered by a NFLS mini-grant offered following a poverty workshop in October. This pamphlet also includes an overview of the many services that are offered by the library that may be beneficial to people and families with low incomes, including: access to technology, career resources through Learning Express Library and AtoZ databases, and (of course) our programs for children, teens/tweens, and adults.</p>		X				
<p>East Branch Successes</p> <p>READ, the branch's book club has grown to 12 members.</p> <p>The Saturday morning LEGO Club was attended by the Young Scholars group from Scholarships Inc.</p> <p>A customer appreciation day was held with two local neighborhood partners. Gnome Games demonstrated game and Starbucks served holiday coffees.</p>	X		X			
<p>Branch Supervisor was invited to and attended the monthly meeting for Management Women, Inc. The speaker of the luncheon was Rebecca Kleefisch who spoke about Wisconsin is Open for Business. Good networking opportunities were found at this event.</p>			X			X
<p>Kress Family Branch Successes</p> <p>The Children's Librarian hosted a class visit from Our Lady of Lourdes school and visited the Preble High School special needs class to present stories and activities.</p>	X					
<p>Program highlights includes performance by Ms. Taku (interactive presentation with rhythm instruments); and a visit from Santa with over 100 children in attendance.</p> 	X			X		



Brown County Library Report December, 2015

Library Mission:
Brown County Library provides trusted information and resources to connect people, ideas, and community.

Strategic Priorities

Enhance Education for Children	Support Economic Development	Provide a Third Place to Engage Community	Foster Cultural & Diversity Awareness	Management Goal
Branch Supervisor started a partnership with the De Pere Cinema; they are going to begin a "Book and Movie Night" in late Jan/Feb. The library will help facilitate a corresponding book discussion and collect copies of the book for people interested in attending. The first book is <i>Sarah's Key</i> .				X
Pulaski Branch Successes All collections have been weeded in preparation for RFID tagging.				X
Southwest Branch Successes The 2nd annual Black Friday used book sale was a success. The sale earned \$180.00.				
 <p>Branch Supervisor presented at the Olde Norwood Neighborhood Association's annual meeting and focused on resources the library has for all ages, things you can do with and without a library card, and the branch's expansion.</p> <p>The first annual Ugly Sweater Party was a huge success. Over 150 people enjoyed cookies, cocoa, sweater decorating, Wii bowling, and selfie snapshots. 20 contestants entered to win the Ugly Sweater contest. The prize was a \$25.00 gift card to Bay Park Square Mall. Cookie decorating for kids, with 75 cookies donated from Mrs. Fields Cookies, was also offered.</p> <p>Four class visits were made to 4K classes at Lincoln and Beaumont elementary schools and focused on early literacy concepts like rhyming.</p>		X		
Weyers-Hilliard Branch Successes Technology class offerings are being expanded to include an additional course each month beginning in January, 2016.	X			
A Craft Corner series with Finger Crotchet started this month with 22 people attending.		X		
A family Star Wars Craft night had a very positive turnout of all ages, children through adult.				
Feedback from George M, patron, "The cake was a HUGE success and we're so happy the library offers these [cake pans] because you only use them once." He shared this feedback as he was returning our Star Wars cake pan.	X			
A customer was looking for resources to practice for his nursing exams. There wasn't much available for check out, but was very impressed	X	X		

23



Brown County Library Report December, 2015

Strategic Priorities

<p>Library Mission: <i>Brown County Library provides trusted information and resources to connect people, ideas, and community.</i></p>	Enhance Education for Children	Support Economic Development	Provide a Third Place to Engage Community	Foster Cultural & Diversity Awareness	Management Goal
		X			
	X		X		
			X		
	X				
	X		X		
<p>when shown Learning Express.</p> <p>A job resource shelf has been added within the nonfiction shelves (650.142). On the shelf is a Learning Express shelf talker and a binder with tips on resumes, interviewing, cover letters, job openings, etc.</p> <p>Wrightstown Branch Successes</p> <p>The newly implemented Spanish story time will continue in 2016.</p> <p>Santa came to the library and 48 people attended. Carolers also visited in the evening to sing.</p> <p>Visits were made to St. John's school to work with 3K through 2nd grade.</p> <p>A family fun night had 46 come to make ornaments, decorate cookies, and play games.</p> <p>A milk and cookies story time on Monday, 12/21 and had 25 people attend.</p>					